



Regulations on the Completion of Diploma Theses and the Diploma Examination on Faculty of Engineering Management, Poznań University of Technology

This document is an English translation of the Polish version of the Regulations. In the event of any discrepancies, ambiguities, or disputes arising from the interpretation of this translation, the Polish-language version shall prevail and shall be considered the binding version.

Document edition:	12
In force from:	02.10.2025 rok
Replaces:	editions 11 (from 01.10.2024) and earlier
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1. Purpose of the regulations

These regulations on the completion of diploma theses aim to standardize the rules and procedures concerning the formal requirements for completing diploma theses at the Faculty of Engineering Management of Poznań University of Technology. The regulations define organizational, formal, and procedural standards intended to ensure a uniform process of creating, assessing, and approving diploma theses, as well as to facilitate oversight of their proper course.

2. General information on diploma theses

Completion of an engineering diploma thesis (first-cycle studies) and a master's diploma thesis (second-cycle studies) is a necessary condition for completing studies and, after successfully passing the diploma examination, for obtaining the professional title of engineer or master. A diploma thesis is required in all study programmes offered at the Faculty of Engineering Management. The student is obliged to complete the thesis in accordance with the requirements specified in the Regulations of First- and Second-Cycle Studies adopted by the Academic Senate of Poznań University of Technology (Resolution No. 55/2024–2028 of 30 April 2025).

Detailed information regarding the completion of diploma theses is included in Chapters V and VI of the Study Regulations, available on the University website (put.poznan.pl) and in the “Student” tab on the Faculty website (fem.put.poznan.pl), in the “Instructions and documents/regulations” section.

3. Selection of the thesis supervisor

A thesis supervisor may be an academic teacher holding the title of professor, a habilitated doctor, or a doctor (Study Regulations §32). It is recommended that master's theses be completed under the supervision of a professor or habilitated doctor. In the event of a longer absence of the supervisor that could cause a delay in thesis submission, the Dean is obliged to appoint a substitute who will assume the responsibilities of supervising the thesis (Study Regulations §32).

In second-cycle studies, the student should select a supervisor no later than the end of the second semester. In first-cycle studies, the selection should be completed no later than the end of the sixth semester, i.e., the semester preceding the diploma semester.

The process of selecting a supervisor is carried out using a form available in the eKursy system or USOS APD. Students are informed by email about the date and method of enrolment.

Each academic teacher may supervise a limited number of diploma theses in an academic year, according to the limit set by the Dean. Students are informed about the launch of enrolment for supervisors two weeks before enrolment begins and no later than by mid-semester in which the selection is to be made. Before enrolling, the student should consult the prospective supervisor during office hours in order to discuss the thesis details and rules of cooperation.

4. Role and responsibilities of the supervisor

The supervisor plays a key role in the process of completing the diploma thesis, supporting the student at each stage of its preparation, up to the completion of the diploma examination. The supervisor of both master's and engineering theses acts as an expert in the thesis topic and provides substantive support to the student during the thesis process (Study Regulations §32).

The basic responsibilities of the supervisor include:

- Preparing and submitting for approval the application “Submission of the diploma thesis topic” in the USOS APD system
- Substantive supervision over the process of preparing the diploma thesis
- Ensuring availability for students during designated consultation times
- Timely entering grades for the diploma thesis and for the course “Engineering Project” or “Organizational Consulting” into the USOS system
- Analysing the report from the Unified Anti-Plagiarism System and deciding whether the thesis may be admitted for defence
- Assessing the diploma thesis before the diploma examination
- Preparing a proposed composition of the examination committee and the date of the diploma examination, and then submitting them for approval by the Dean or Vice Dean
- Participating in the diploma examination as a committee member.

5. Determining and approving the thesis topic

The topic of an engineering diploma thesis must be related to the author's field of study. In the case of a master's thesis, the alignment of the topic should concern the selected educational track, i.e., the specialization. The thesis topic is established and verified during the student's consultations with the supervisor. The final title of the thesis should be determined no

later than before the student registers for the last semester of studies. The approval of the topic takes place at the moment the supervisor issues the diploma thesis card in the USOS APD system (RS §30).

The supervisor is responsible for issuing the diploma thesis card, using the form available in the USOS APD system, which enables the electronic submission of the application “Submission of the diploma thesis topic”. The thesis topic is agreed upon between the supervisor and the student, and then the supervisor prepares the application, which the student approves. After acceptance by both parties, the application is automatically forwarded for approval by the designated committee.

The topic of the diploma thesis must be established no later than before the student is enrolled in the last semester of studies, and the submission of the topic should take place by the end of the first month of classes of that semester (RS §30(3)).

The description of an engineering thesis should contain three key elements:

1. Objective of the thesis – clearly specified what outcome results from the completion of the thesis.
2. Thesis concept – a description of the subject and object of the research, as well as the research methods and tools that will be applied.
3. Sample outline of the thesis content – a presentation of the subsequent steps that will be undertaken in the thesis. For example:
 - literature review in the field of (e.g., methods of improving production processes),
 - research process methodology,
 - analysis of the current state,
 - a design or proposal for improving/enhancing a process or system.

6. Rules for editing a diploma thesis

6.1. Diploma thesis title page

The diploma thesis title page must comply with the applicable standard specified by the Faculty of Engineering Management. The title page template, appropriate for an engineering or master’s thesis, is available for download on the Faculty’s website at www.fem.put.poznan.pl.

6.2. Structure of the thesis

The diploma thesis should be prepared according to the following structure:

- title page,

- table of contents,
- abstract in Polish,
- abstract in a foreign language,
- list of symbols, abbreviations, and glossary (if their inclusion is justified),
- the body of the thesis in accordance with the structure described in section 5.3 of these regulations,
- list of sources (bibliography),
- list of tables,
- list of figures,
- list of appendices (if applicable),
- appendices in the order given in the list of appendices and with page numbering.

6.3. Content of the diploma thesis

A diploma thesis is an independent study of a scientific, artistic, practical, or technical issue, which presents the student's knowledge and skills related to the field of study, the level and profile of education, as well as the student's ability to conduct independent analysis and draw conclusions. A diploma thesis may take the form of a written thesis or a project-based thesis (RS §30).

The content of the diploma thesis consists of three main parts:

- an introduction,
- a substantive presentation of the problem and its solution,
- a conclusion.

The introduction should include a justification for the choice of the topic, the objectives of the thesis, an identification of theoretical and/or empirical problems, and the scope of the thesis. This part should also present the general concept of the thesis, the implementation methodology, and the assumptions adopted.

The substantive part of the thesis should include a literature analysis of the topic, with references to professional literature (books, monographs, journals, standards, legal acts). It is also permissible to use online materials (web sources), provided that their authorship is clearly identified (e.g., associations, organizations, companies). The theoretical analysis is the student's independent work based on appropriately selected source literature (with proper reference to the given source). The thesis should also describe the applied research or project

methods, the problem analysis, research results, and the developed concepts and projects resulting from the conducted research and analyses.

The thesis must include a clearly separated *description of the innovativeness* and the implementation/commercialization potential of the proposed solutions, as well as a characterization of the level of novelty of the developed concepts against the background of technology/business practice. The absence of innovative solutions in the thesis should be described with appropriate justification (e.g., an exclusively theoretical character of a master's thesis).

The diploma thesis is subject to copyright, and the University has priority in its publication. If the University does not publish the thesis within 6 months of the defense, the student may publish it independently, unless it is part of a collective work (RS §30).

6.4. Technical rules for writing diploma theses

6.4.1. General rules

A diploma thesis, both engineering and master's, should be prepared as a coherent continuous text, the length of which is adequate for proper elaboration of the topic. It is recommended that the thesis should not be shorter than three publisher's sheets, which corresponds to approximately 120,000 typographic characters (including spaces).

When preparing a diploma thesis, the following formatting rules should be adopted:

- Times New Roman or Arial font (used consistently throughout the thesis),
- font size: chapter titles 14 pt, subsection titles and text 12 pt,
- chapter and subsection titles should be bold,
- margins: inner 3.5 cm, outer 2.5 cm, top and bottom 2.5 cm,
- line spacing 1.5 (without additional spacing between paragraphs),
- automatic page numbering, aligned to the outer edge, with no page number on the first page of the thesis (the first page of the thesis is the title page),
- fully justified text,
- automatic hyphenation,
- consistent use of paragraphs throughout the thesis.

6.4.2. Numbering of thesis parts, language, and style

The diploma thesis should be written in a formal manner, using the impersonal form, e.g., “research was conducted” or “results were developed.” Alternatively, third-person forms may

be used, e.g., “the author of the thesis stated...”. Writing in the first person singular or plural, e.g., “I wrote,” “we believe,” should be avoided, as it is not consistent with the formal style of a diploma thesis.

Arabic numerals should be used to number chapters and subsections according to the following scheme: 1, 1.1, 1.2, 1.2.1, 1.2.2, etc. It is important not to leave single subpoints, i.e., if there is a point 1.2.1, there must also be a point 1.2.2. Each main chapter (e.g., 1., 2.) should begin on a new page.

To emphasize text, only bold type is permitted. Quotations should be set in italics and placed in quotation marks, in accordance with the rules described in section 6.5 of the regulations. Periods are not used after chapter or subsection titles, and titles should not be placed in quotation marks.

Higher-level chapter titles should be separated from the first lower-level subtitle without any additional text between them. A subsection should not begin with a figure, formula, or table – each such element must be preceded by a brief introduction in the text. Subsections may not consist solely of figures, tables, or formulas – they must be described.

Lists in the diploma thesis should be consistently standardized, using bullet points or numbering. If list items begin with a capital letter, they must end with a period, exclamation mark, or question mark. For lists beginning with a lowercase letter, items should end with commas or semicolons.

6.4.3. Figures

Figures included in a diploma thesis should be clear, understandable, and provided with an appropriate caption, including a reference to the source from which they originate. In the case of figures taken from foreign-language literature, the captions must be translated into English.

EXAMPLE:

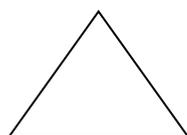


Figure 6.1. Isosceles triangle (no period at the end)

Source: Nowak, 2007, p. 123; Kowalski, 2009, p. 22

In the case of figure captions, it is permissible to use a font size of 10 or 11 pt, provided that the same size is used consistently throughout the thesis.

Figures should be numbered using a two-part format—the first part refers to the chapter number, and the second to the figure number within that chapter (e.g., Figure 6.1 denotes the first figure in Chapter Six).

Both figures and their captions should be centered (center alignment of the given line of text). When indicating sources, the rules specified in section 6.5 of the regulations apply.

6.4.4. Tables and formulas

Tables included in a diploma thesis should be prepared in a consistent manner, using a uniform table style throughout the document. The table title should be placed above the table and centered. A source should always be provided below the table, aligned to the left.

EXAMPLE:

Table 6.1. Analysis of employment size

Column 1	Column 2	Column 3	Column 4

Source: own elaboration

It is permissible to use a font size of 10 or 11 pt, provided consistency is maintained throughout the thesis. The rules for numbering tables are analogous to the numbering of figures – the first part indicates the chapter number, and the second part indicates the table number within a given chapter.

Formulas should be placed on a separate line, centered on the page, and the formula number should be placed on the right-hand side, in parentheses.

$$(a + b)^2 = a^2 + 2ab + b^2 \quad (6.1)$$

The rules for numbering formulas are the same as for figures and tables.

When providing sources for tables and formulas, the rules described in section 6.5 of these regulations should be applied. Each figure, table, and formula must include source information. If a table has been redrawn, the wording “own elaboration” should not be used; instead, the original source should be cited. In the case of photographs taken by the author of the thesis, the caption “own photograph” should be added.

6.5. References to the literature

When preparing a diploma thesis, the author is obliged to refer to appropriate literature sources.

Accordingly, in the text of the thesis, in the relevant places, the author cites the source, consistently applying the rules for creating references in the Harvard system. According to this rule, the author's surname, the year of publication, and the page number should be provided in round brackets, e.g., (Kowalski, 2001, p. 22).

If a given publication has two authors, both surnames are provided, joined by the conjunction "and", e.g., (Antczak and Bartkowiak, 1994, p. 13). In the case of three authors, the conjunction "and" is placed before the last surname, e.g., (Malinowski, Janiak and Nowak, 1999, p. 145). If there are more than three authors, only the surname of the first author is given, followed by "et al.", e.g., (Marczak et al., 2005, p. 12). If the author of the diploma thesis uses different publications whose authors have the same surnames and the same year of publication, they are distinguished by the first letters of the authors' first names, e.g., (Nowak A., 2004, p. 33; Nowak W., 2003, p. 44). It is also assumed that several publications cited at the same time (in one set of brackets) are ordered chronologically rather than alphabetically, e.g., (Nowak, 1973, p. 22; Malinowski, 1980, p. 55; Adamski, 1999, p. 47). When referring to studies and reports prepared by organizations, institutions, etc., for which no authors (or editors) are provided, the name of the organization is given instead of the author, e.g., (GUS, 2009), (PKN, 2009), (Journal of Laws No. 44, item 123 of 24.02.2011).

When a direct quotation from another work is used, the quoted fragment must be clearly marked using quotation marks and italics, e.g., (...) even very rapidly developing enterprises should "analyse the risk of the business processes being carried out at every step" (Niedbała et al., 2010, p. 306).

At the end of the thesis, the author includes a bibliography of the sources used, arranged in alphabetical order, following the example:

[22] Kowalski A., Nowak J., *Management by Objectives*, PWN, Warszawa, 2011.

[23] Król A., *Internal Audit in an Organization*, Problemy Jakości nr 11/2009, s. 13-21.

[24] Król J., *Process Organizations* [in:] *Modern Management of Organizations*, Nowak J. (red.), Wydawnictwo Politechniki Łódzkiej, Łódź, 2011, s. 123-145.

It should also be remembered that titles of works in the bibliography are given without quotation marks. After the bibliography, dated internet sources of the websites used in the thesis should be provided as a separate item in the list, following the example:

Internet sources are described with the date of access, e.g.: www.audytor.pl, 17.06.2019; www.sejm.gov.pl, 14.07.2019; www.wizjatwojejfirmy.pl, 14.07.2019.

In the bibliography and the list of websites, only the items used in the thesis are included.

6.6. Footnotes

Footnotes are used by the author to supplement, interpret, and comment on the ideas discussed in the text of the thesis. Footnotes may be used for the substantive analysis of the described phenomena and issues that require clarification, broader interpretation, or comparison with other solutions, e.g., The Deming principle is applied in many enterprises¹.

7. Submission of the diploma thesis and conditions of the diploma examination

7.1. Conditions for admission to the diploma examination

Pursuant to RS §32, the condition for admission to the diploma examination is:

1. Obtaining the number of ECTS credits confirming the achievement of the learning outcomes provided for in the study programme and passing all required classes of an informational nature (RS §32(1)(1)).
2. Submitting the diploma thesis in accordance with the requirements specified in RS §30.
3. A positive opinion on the diploma thesis issued by the supervisor after reviewing the result of the check in the Uniform Anti-Plagiarism System.
4. A positive opinion from at least one reviewer.
5. Submitting the complete set of required documents to the dean's office of the home faculty or, in the case of part-time studies, to the Integrated Service Centre, at least five days before the planned thesis defense date.

7.2. Rules for submitting diploma theses electronically and documents for the diploma examination

The schedule for submitting diploma theses electronically is specified in RS §30(11) and is as follows:

studies ending in	full-time		part-time
	first-cycle	second-cycle	first- and second- cycle
winter semester	31 January	31 January	31 March
summer semester	15 July	15 July	30 September

NOTE:

¹ More about the Deming principle and its application can be read in Kowalski A., 2010; Nowak B., 2011.

For a diploma thesis to be considered successfully submitted, the following conditions must be met:

- uploading the diploma thesis to the University repository of written diploma theses,
- submitting a declaration of independent completion of the diploma thesis,
- approval of the thesis by the supervisor based on the result from the JSA.

The Dean, at the request of the supervisor or at the request of the student, may postpone the deadline for submitting the diploma thesis by no more than 2 months, in the event of:

- the student's long-term illness, confirmed by an appropriate certificate,
- inability to complete the diploma thesis within the applicable deadline for justified reasons beyond the student's control (RS §30).

If the student is the applicant for the extension, the student must submit an "application for extension of the diploma thesis submission deadline". The application must be endorsed by the supervisor (form available on the website <http://fem.put.poznan.pl>). The application must be submitted to the dean's office or the Integrated Service Centre before the final deadline for submitting the diploma thesis expires.

A student who has not submitted the diploma thesis within the specified deadlines or has not obtained the number of ECTS credits provided for in the study programme is removed from the list of students. Completing the studies is then possible under the conditions specified accordingly in RS §30(13).

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

1. The student checks in the USOS APD system whether they have all grades confirming the achievement of learning outcomes and whether the diploma thesis card has been entered into the system, which is a condition for defining the diploma examination.
2. The student agrees the final version of the diploma thesis with the Supervisor.
3. The student revises the thesis according to the Supervisor's final comments.
4. When uploading the thesis to the USOS APD system, the student follows the steps provided in the system, i.e., confirms the independent preparation of the diploma thesis and attaches the thesis file.
5. The thesis uploaded to the USOS APD system is automatically forwarded to the Uniform Anti-Plagiarism System (JSA). The processing time of the JSA system depends on the

server load and may take several days. After the JSA report is generated, the Supervisor is notified by email.

6. After analysing the JSA report, the Supervisor makes one of the following decisions:
 - Accepts the thesis, if the results of the JSA report analysis raise no reservations.
 - Does not accept the thesis, if the results of the JSA report analysis require corrections to be introduced into the thesis; in this case, the Supervisor informs the Diploma Student of the need to introduce changes, and the Diploma Student returns to point 3 of this procedure. NOTE: The Diploma Student may upload the diploma thesis files a maximum of two times.
 - Does not accept the thesis, if the results of the JSA report analysis provide justified grounds to conclude that the thesis is plagiarism. In such a case, the Supervisor submits the thesis to the Rector in order to initiate explanatory proceedings. If, as a result of the explanatory proceedings, the thesis is recognized as plagiarism, the Rector suspends the diploma procedure, refers the case to the Disciplinary Committee for consideration, and notifies the relevant authorities of the commission of an offence (in accordance with Ordinance No. 20 of the Rector of Poznań University of Technology of 21 April 2020).
7. After accepting the thesis, the Supervisor proposes the composition of the Committee and the date of the Diploma Examination within the statutory deadline, i.e., within 3 months from the date of submission of the thesis, and in the case of postponement of the thesis submission deadline, within one month from its submission.
8. The thesis is made available to the Reviewer in the USOS APD system automatically.
9. The Diploma Student submits to the Dean's Office:
 - a completed clearance slip,
 - an application for the issuance of a diploma of graduation,
 - additional information on achievements during studies for inclusion in the diploma supplement (in Polish and English, if the student applies for a diploma in English),
 - a shortened marriage certificate (in the case of marriage and a change of surname during the course of studies),
 - division of work (a diploma thesis may be completed individually or as a group. If the thesis is prepared as a group, authorship of individual parts or the contribution of individual co-authors must be indicated).

In the event of loss or theft of the student ID card, the student submits an appropriate declaration to the relevant dean's office. The declaration is added to the student's student record 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 thesis to the system sufficiently in advance.**

All conditions for admission to and conduct of the diploma examination are described in Chapter VII of the Regulations of First- and Second-Cycle Studies adopted by the Academic Senate of Poznań University of Technology, Resolution No. 42/2020-2024 of 31 May 2021.

8. Diploma examination

8.1. Diploma examination and the examination committee

The diploma examination must be held no later than three months after the permissible deadline for submission of the thesis, and, in the case of postponement of the thesis submission deadline, within one month from its submission (RS §32).

The examination is conducted before a committee appointed by the Dean, consisting of at least three persons: the Chair, the Supervisor, and the Reviewer (RS §32).

As a rule, thesis defenses are held in on-site mode, with the full committee and the diploma student or diploma students present.

The diploma examination committee is chaired by the Dean, Vice-Dean, professor, university professor, or habilitated doctor employed at Poznań University of Technology. The committee must include at least one academic teacher holding the title of professor or the degree of habilitated doctor (RS §32(3)).

The Chair of the committee supervises the completion of the Supervisor's and Reviewer's assessments and the diploma examination record in the USOS APD system. The record approved electronically by all members of the committee is forwarded to the Dean's Office or the ZCO.

The diploma examination is an oral examination; with the Dean's consent, it may include a written part. At the request of the student or the Supervisor, the diploma examination may be held as an open examination. The decision on the open nature of the examination is made by

the Chair of the diploma examination committee, who at the same time specifies the scope and conditions for the audience's participation in the examination (RS §32).

8.2. Rules for conducting the diploma examination

The diploma examination consists of two oral parts: the defense of the diploma thesis and the verification of the learning outcomes provided for the given field of study. The first part of the diploma examination involves the student presenting the thesis and the outcomes achieved as a result of its completion, as well as the Reviewer presenting the review and a discussion covering the issues addressed in the diploma thesis. In the case of a negative assessment of the thesis by the Reviewer, the decision on admitting the student to the diploma examination is made by the Dean, after obtaining the opinion of an additional reviewer (RS §35). In the second part, the student answers at least three questions related to the learning outcomes provided for the given field of study. The questions are formulated on the basis of a list of topics made available before the start of the diploma semester on the website www.fem.put.poznan.pl. Before the start of the diploma semester, the Dean announces the list of topics applicable for the diploma examination (RS §32). The topics for the diploma examination are reviewed by the Faculty Committee for the Field of Study.

The questions are formulated by the Chair of the examination committee, taking into account proposals from the committee members.

The grade for the diploma examination is the arithmetic mean (rounded to two decimal places) of the grade for the thesis defense and the partial grades for answers to the three questions asked during the examination. The diploma examination is considered passed when the thesis defense is graded positively and the majority of the answers to the questions receive a positive grade (RS §34, (3) and (4)).

8.3. Special cases of the diploma examination

For a student who **justifies their failure to attend the diploma examination** or who receives a negative grade in this examination, the Dean sets a second date for the diploma examination, which must take place no later than before three months have elapsed from the date of the first examination (RS §35).

A student who did not submit the diploma thesis on time or did not justify their failure to attend the diploma examination may resume studies in the last semester and complete them under the conditions specified by the Dean (RS §35(2)).

8.4. Grade for the course of studies

The average grade for the course of studies is a weighted average of the grades obtained in individual courses. Each grade is assigned a weight equal to the number of ECTS credits for the given course (§36(3)). The formula for the average grade is as follows:

$$\text{Average grade} = \frac{\sum(\text{course grade} \times \text{number of ECTS credits})}{\sum \text{ECTS credits}}$$

The course grade is the arithmetic mean of all grades from each form of assessment within that course (RS §36).

8.5. Final result of studies

The final result of studies is determined by the diploma examination committee, calculated to **two decimal places**, based on the sum of:

- 0,6 of the weighted average grade for the course of studies,
- 0,2 of the diploma thesis grade,
- 0,2 of the diploma examination grade.

The verbal grade entered in the diploma is determined as follows (RS §36):

4,76 – 5,00	very good with distinction	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
do – 3,40	satisfactory	E

The numerical and verbal grades for the diploma thesis, the diploma examination, and the final result of studies are entered into the diploma examination record (RS §36). The diploma includes the verbal grade of the final result of studies (RS §36).

9. Appendices

- Guidelines for preparing engineering thesis topic cards in USOS APD
- Guidelines for preparing master's thesis topic cards in USOS APD

10. Related documents

- Regulations on first-cycle and second-cycle studies adopted by the Academic Senate of Poznań University of Technology (Resolution No. 55/2024-2028 of 30 April 2025).
- Ordinance No. 29 of the Rector of PUT of 29.05.2020 on the rules for conducting course credits and examinations using electronic communication means.
- Ordinance No. 20 of the Rector of Poznań University of Technology of 21 April 2020 on the obligation to check written diploma theses using the Uniform Anti-Plagiarism System

11. Superseded documents

- Rules for the Defense of Diploma Theses of the Faculty of Engineering Management, approved by the Faculty Council of the Faculty of Engineering Management, published on the website www.fem.put.poznan.pl
- Regulations on the implementation of diploma theses and the course of the diploma examination for degree programmes conducted at the Faculty of Engineering Management of PUT, Edition 1 of 15.10.2011

Guidelines for preparing engineering thesis topic cards in USOS APD

1. Thesis title

1. The topic of an engineering thesis should refer to a concept, a project, or an engineering process.
2. The title must clearly indicate:
 - a) the subject of the research (what is being analysed or designed),
 - b) the object of the research (where or in which facility the analysis is carried out),
 - c) the objective (what is to be achieved, e.g., optimisation, improvement, enhancement).
3. The topic must relate to solving an engineering problem.
4. No period is used at the end of the title (neither in the Polish nor in the English version).
5. Recommended wording includes: “Project...”, “Application of...”, “Optimisation...”, “Comparison...”.

2. Thesis description in the USOS APD card

The description should cover three aspects and be presented in the established format:

1. Thesis objective

The objective should be clearly and specifically formulated, referring to the engineering problem.

2. Research concept

It is necessary to indicate:

- the subject of the research,
- the object of the research,
- research methods and tools.

3. Outline of a shortened table of contents

Proposed structure:

1. Introduction (justification, objective and scope of the thesis)
2. Literature review in the field of ...
3. Research process methodology
4. Analysis of the current state
5. Project/proposal for improvement/enhancement ...

3. Examples of good topics (for WIZ PP degree programmes)

- “Project to improve the machine changeover process in a manufacturing company using the SMED method”
- “Optimisation of the order picking process in a warehouse using flow racks”
- “Project to improve a production data reporting system based on Business Intelligence tools in a selected industrial enterprise”
- “Project to improve processes using quality management methods and tools in a selected manufacturing enterprise”
- “Comparative analysis of thermal conditions in selected manufacturing enterprises in the context of ensuring safe working conditions”

Guidelines for preparing master's thesis topic cards in USOS APD

1. Thesis title

1. The topic of a master's thesis must refer to the specialization pursued by the student.
2. The title must clearly indicate:
 - a. the subject of the research (e.g., motivation, organizational culture, a logistics process, quality strategies),
 - b. the object of the research (industry, sector, enterprise, region),
 - c. the research objective (assessment, identification, modelling, strategy development, determination of determinants).
3. The topic should indicate solving a research problem, not merely describing a phenomenon.
4. The research must be universal in nature, even if it is conducted in a single organization, the conclusions must be generalizable and applicable to practice beyond one enterprise.
5. No period is used at the end of the title (neither in the Polish nor in the English version).

2. Thesis description in the USOS APD card

The description should cover three aspects and be presented in the established format:

1. Thesis objective

The objective should be research-oriented and related to recognition, assessment, identification, or proposing solutions within the specialization area.

2. Research concept

It is necessary to indicate:

- the subject of the research,
- the object of the research,
- research methods and tools.

As part of the concept, the research problem should be clearly formulated.

3. Outline of a shortened table of contents

Proposed structure:

1. Introduction (justification of the topic, objective, scope, ...)
2. Literature review in the field of ...
3. Methodology of empirical research
4. Analysis of the results of the author's own research
5. Conclusions, recommendations, and reference to business practice

3. Examples of good topics (for WIZ PP degree programmes)

- “Assessment of the impact of digitalization of production processes on organizational effectiveness in the machinery industry”
- “Analysis of determinants of implementing green logistics in the e-commerce sector”
- “The role of flexible forms of employment in shaping the motivation and productivity of office employees”
- “Effectiveness of safety management in civil aviation in the context of the development of automation”