

Rules on Degree Awarding
Faculty of Information Management

Article 1
General principles

1. The detailed conditions for diploma examinations are laid down in the Study Regulations of PJAIT. According to these, the condition to complete 1st and 2nd cycle studies at the Faculty of Information Management is to pass the diploma examination. The obligation to meet this condition is considered as part of the study plan of the final year of studies.
2. The diploma examination concluding the 1st and 2nd cycle studies consists of two parts: the practical part – involving the defence of the diploma thesis, and the theoretical part – consisting in testing the student's knowledge.
3. The student takes the theoretical part of the diploma examination after passing the practical part.
4. The student should take the diploma examination in accordance with the dates laid down in the relevant Dean's orders for each semester. In duly justified cases, at the student's request and after consulting the supervisor, the Dean may agree to extend the deadline for the diploma examination.
5. The thesis may be supervised or reviewed by an academic teacher employed at the Academy (employment is understood as all its forms), with an academic degree of at least: 1) Master's degree in the case of first-cycle studies, 2) Doctor's degree in the case of second-cycle studies.
6. The preparation of the diploma thesis may also be overseen by both a primary and an assistant supervisor. For the completion 2nd cycle studies, assistant supervisors may include academically qualified teachers sanctioned by a resolution of the Faculty Council, holding at minimum a Master's degree.
7. In justified cases, it is allowed to appoint reviewers and supervisors from outside the Academy, approved by a resolution of the Faculty Council.
8. The task of the supervisor is to supervise the thesis in regard to its content (also in the electronic gakko system) and to monitor the timing of the work, including checking deadlines for its completion and timely reception of credits for the semester.
9. In justified cases, the Dean may replace the supervisor and change the subject of the

diploma thesis.

Article 2

Principles for diploma theses

1. The completed thesis must be the student's own work. It must meet the formal and content-related criteria appropriate for his/her field of study and specialisation, and must be submitted in printed and electronic form in accordance with the standards specified in separate regulations (Dean's Order).
2. The thesis may be prepared by more than one student, provided that the parts authored by each student can be distinguished and that their contributions, along with their substantive value, can be determined on that basis.
3. The diploma thesis, which completes the educational cycle, is the most important independent work of a student. The thesis concluding the first (Engineer's) cycle of studies should make use of the knowledge acquired in the course of lectures, classes, seminars, laboratories and projects. The diploma thesis for the completion of second-cycle (Master's) studies should additionally contain an element of innovation, i.e. one which generates new knowledge.
4. The concept of the diploma thesis shall result from the general concept of the graduate's specialisation profile, with consideration to the field of study, type of studies and specialisation. The thesis should be a useful study, addressing a particular problem and, whenever possible, be based on an example of an existing business.
5. In line with the description of the field of study, the topics of the 1st cycle (Engineer's) theses should:
 - be related to the engineering management of an enterprise or economic applications of information, and thus address the technical (IT) or organisational issues concerning:
 - the analysis, design, modelling and management of business processes,
 - implementation and applications of information technology,
 - construction of IT infrastructure,
 - design, implementation and operation of sales systems,
 - maintenance of an enterprise's IT infrastructure.

The topics of the 2nd cycle diploma thesis should focus on IT aspects of management support, such as:

- implementation of solutions optimising the company's operations through analysis, selection, creation, development and maintenance of IT systems;
 - requirements analysis and processing of large data sets with the use of IT tools such as Big Data tools.
6. In addition, the topics of the diploma theses should:
- be associated with the selected specialisation or the area in which the degree is to be awarded;
 - be conducive to growth in the knowledge and skills outlined in the graduate's specialisation and field of study profile;
 - result from the student's interests and the area of expertise of the supervisor, and support the students' participation in research activities carried out by the supervisor (science-related education);
 - favour scientific publications with participation of students (graduates);
 - take into account genuine needs of industry, the economy, the labour market.
7. An Engineer's degree diploma thesis should include: a solution to a problem occurring in management practice (i.e. one derived from the practice of an actual organisation). An Engineer's degree thesis is technical in nature (in contrast to a Bachelor's), as evidenced by:
- presentation of a solution suitable for direct implementation (development of an implementation plan);
 - development of a design based on calculations or models;
 - use of IT support to perform business analysis;
 - adaptation or creation of software for calculation or modelling of processes or phenomena;
 - adaptation or creation of project management support software;
 - adaptation or creation of e-commerce systems.
- bibliographic sources mainly from IT and telecommunication sciences as well as management and quality sciences.
8. A Master's thesis should focus on issues related to the management of a company's IT architecture, business analysis or processing of large data sets with the use of IT tools. It should also include an element of new knowledge creation in the areas in question, such as proposing an innovative solution to the presented problem or an innovative method of analysing the presented problem.
9. The structure of the thesis comprises:

- the introduction: formulation of the problem and the purpose of the thesis,
 - a brief overview of the literature of the problem and the rationale for selecting the procedure employed in the project,
 - a brief description of the situation at the outset (description of the problem, current status, identification of the causes, presentation of conclusions and the range of required solutions),
 - the project/design part: development of a solution to a problem for practical use in the organisation with the justification of its technical and economic efficiency,
 - the conclusions,
 - an obligatory summary and list of keywords,
 - where required, a set of electronic attachments covering the developed software, data sets or other products of the work essential for the development and impractical for their full quotation in the text of the work.
 - the list of sources used.
10. The detailed scope of the work, as well as the manner to resolve particular problems, shall be determined by the candidate and the supervisor in the course of the diploma seminar.
11. Particular attention should be paid to respecting the requirements of copyright law and to the linguistic and stylistic accuracy of the text itself as well as the included drawings and diagrams. The descriptive parts of the thesis should be correct in terms of content, concise and communicative, and should not go beyond the topic of the thesis.

Article 3

Admission to the diploma examination

1. The decision to admit a student to the diploma examination shall be taken by the Dean after the student has met the following conditions (Study Regulations):
 - obtained all the credits and passed all the examinations resulting from the study plan and curriculum applicable to students graduating in a given year, including the number of hours of student placement specified in the curriculum;
 - fulfilled all of the student's obligations towards the University, in particular: is not in arrears for payment of tuition fees, has secured all the entries in the student's transcript (grade) book and periodic achievement sheet /wherever the latter applies/,

- has settled the library account;
- completing all points indicated in the *Diploma Examination Procedure*;
 - received a positive assessment of the diploma thesis from the supervisor and the reviewer;
 - submitted a request for admission to the diploma examination the Dean's Office, with a copy of the thesis in electronic form;
 - his/her diploma thesis has been cleared by the anti-plagiarism system.
2. In the case of an earlier completion of the diploma thesis, before all the subjects have been passed, the student may only take the practical part, and shall not take the theoretical examination until the entire study program has been. This mainly applies to diploma theses prepared by teams of students.
 3. In the above-mentioned case, the mandatory conditions for admission to the defence of the thesis are as follows (Dean's Order):
 - the award of passing grades in SEM courses;
 - obtaining a positive opinion of the thesis from the supervisor;
 - submission of a request for admission to the practical part of the diploma examination, with a copy of the thesis in electronic form (in Gakko system);
 - checking the thesis by the anti-plagiarism system.
 4. Should the grade from the reviewer prove negative, the Dean shall appoint another reviewer. If another reviewer grants a positive grade to the thesis, the Dean will make the final decision on the student's admission to the diploma examination. In the case of two negative reviews of the thesis, the student will be asked to repeat the SEM courses. The average grade for the thesis shall be the arithmetic mean of the grades granted by two reviewers in accordance with the grading scale specified in Article 20(2) of the Study Regulations
 5. The theses are subject to clearance by the anti-plagiarism system. For this purpose, the thesis must be submitted in paper and electronic form to the PJAIT library. The procedure for assessing the thesis with the use of the anti-plagiarism system is governed by separate regulations.
 6. In the event of failure to be cleared by the anti-plagiarism system, the Dean shall not admit the student to the diploma examination, and upon consultation with the

supervisor, shall determine further procedure.

Article 4

Diploma examination

1. The diploma examination shall be conducted before a Diploma Examination Board approved by the Dean. The Dean (after consulting the supervisor) shall appoint a reviewer of the thesis and appoint the Head of the Diploma Examination Board.
2. The Head of the Diploma Examination Board may be: the Rector, the Deputy Rector, a Dean, a Deputy Dean, head of a chair or a person appointed by the head of a chair from among the faculty of the University, holding at least the scientific degree of a PhD.
4. The Diploma Examination Board shall consist of at least three persons, including the supervisor, the reviewer, and the Head of the Diploma Examination Board. An assistant supervisor may also be part of the Diploma Examination Board.
5. The diploma examination is an oral examination. The form of the diploma examination shall be determined in detail by the Head of the Diploma Examination Board.

4.1. Diploma examination for first-cycle studies

The diploma examination consists of:

- a practical part involving the presentation of the thesis (max. 15 minutes) and answering the related questions;
- a theoretical part consisting in answering 3 questions, including: 1 question in the field of the student's specialisation, and 2 questions drawn from a pool of 100 questions covering the entire study plan.

4.2. Diploma examination for second-cycle studies.

The diploma examination for second-cycle studies consists of:

- a practical part involving the presentation of the thesis (max. 15 minutes) and answering the related questions;
- theoretical part consisting of answering 3 questions, including: 1 question about the student's specialization, and 2 general questions from the entire second-cycle study program.

Article 5

General and final provisions

1. The assessment of the practical part of the defence of the thesis shall be: (grade from the thesis supervisor + grade from the reviewer + general grade for the presentations and answers to the questions on the thesis)/3. A positive result for the practical part is granted if the average of partial grades is at least 3 (satisfactory).
2. The grade for the theoretical part of the examination shall be the arithmetic mean of the 3 questions according to the grade scale specified in the Study Regulations.
3. Following the diploma examination, the Diploma Examination Board shall determine the student's final result of the studies to be entered in the diploma. The final grade for the studies shall be: $\frac{1}{2}$ mean grade from the examinations and course credits completed during studies, $\frac{1}{4}$ grade for the practical part, and $\frac{1}{4}$ grade for the theoretical part of the examination.
4. The final result of the studies shall be entered on the higher education diploma in accordance with the grading scale specified in Chapter 7, Article 20(2) of the Study Regulations.
5. The higher education diploma shall include the final result of studies rounded to a grade according to the following rule: below 3.0 – exam failed; up to 3.39 - satisfactory; from 3.40 to 3.79 - satisfactory plus; from 3.80 to 4.19 - good; from 4.20 to 4.49 - a good plus; from 4.50 - very good;
6. The completion of studies shall take place after the diploma examination has been passed with at least a satisfactory grade.
7. In the event that the student receives a failing grade in the diploma examination or is duly excused from taking the examination, the Dean, at the student's request, shall set a new, final date for the examination.
8. The re-examination may not take place later than six months from the date of the first examination.
9. In the event of the student failing the diploma examination on the second date, the Dean may, at the request of the student, present the conditions for the completion of the studies or decide to remove him/her from the list of students.
10. A record shall be drawn up from the diploma examination, including in particular: the composition of the Diploma Examination Board, the wording of the questions asked, the evaluation of the answers given, the grade for the theoretical examination, the grade for

the practical examination, and the general grade for the entire studies to be entered in the diploma.

11. After completing the programme of the first-cycle studies (including submission of the diploma thesis) and passing the diploma examination, the graduate receives the professional title of Engineer, along with the supplement. Having completed the programme of the second cycle studies (including submission of the diploma thesis) and passing the diploma examination, the graduate receives the professional title of Master-Engineer (*magister inżynier*) or Master (*magister*) together with the supplement.

The regulations shall enter into force on the date of adoption

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