**ORDINANCE nO 80**

**issued by the Rector of the West-Pomeranian University of Technology (ZUT) in Szczecin on June 13th, 2022,**

**regarding the Procedure of certifying at ZUT.**

Following the article no. 23 of the act of July 20th, 2018 (Law regarding tertiary education and science, Journal of Laws, 2022, pt. 574, incl. further modifications) with reference to the paragraph no. 31 of the act no. 3 regarding the Set of Rules for studying at ZUT, adopted with the resolution no. 96 of the ZUT Senate on April 25th, 2022, the Rector ordains as follows:

**§ 1.**

The Procedure of certifying at ZUT is hereby implemented (see the appendix to this ordinance).

**§ 2.**

The following ordinances are repealed:

1. Ordinance no. 26 issued by the Rector of ZUT on February 24th, 2020, regarding the procedure of certifying at ZUT in Szczecin;
2. Ordinance no. 29 issued by the Rector of ZUT on February 27th, 2020, which altered the ordinance no. 26 of February 24th, 2020, regarding the procedure of certifying at ZUT in Szczecin;
3. Ordinance no. 49 issued by the Rector of ZUT on April 16th, 2020, regarding the rules for submitting dissertation during the nationwide state of epidemic.

**§ 3.**

This ordinance comes into effect upon the day of signature and remains valid from the academic semesters of 2022/2023.

University Rector

Jacek Wróbel, D. Eng., Professor of ZUT

Appendix to the ordinance no. 80 of the Rector issued on June 13th, 2022.

**PROCEDURE OF CERTIFYING**at ZUT in Szczecin

**§ 1.**

The following procedure determines the process of certifying at ZUT, especially modes, forms and dates of formulating, approving and assigning dissertation subjects.

**§ 2.**

**General provisions**

1. A dissertation is an independent piece of written work which deals with a specific problem, either scientific, artistic or practical, as well as technical or artistic achievement which presents the overall knowledge or skills of an individual student acquired in a specific course at ZUT, and their abilities to analyze and conclude.
2. As a piece of written work, a dissertation can include a published article, project work in the form of a computer program or system, as well as constructional, technological or artistic work.
3. Each department at ZUT determines the kind of dissertation required from students of specific courses as mentioned above, in accordance with the requirements for such work.
4. Procedure of certifying is carried out via the academic system of information technology (USI).
5. Academic Center of Information Technology (UCI) authorizes the people responsible for certifying to act via USI.
6. It is the dean of each department who monitors the process of certifying in his/ her department and oversees such a process administratively for students of all types of courses in his/ her department.
7. Dean is also responsible for complying with the parameters of the Uniform Anti-plagiarism System (JSA), through which any dissertation is examined for acts of plagiarism, in accordance with the paragraph 8. The parameters of JSA are determined separately for each course in a given department.

**§ 3.**

**Formulating and approving of dissertation subjects**

1. Any dissertation subject is ascribed to a specific course. Apart from a dissertation subject, a student is required to determine a scope of work, as well as to translate both the subject and the scope into English.
2. Dissertation subjects are formulated and reported on USI by employees of a given department, who are also members of either research and didactic or only didactic groups with the qualifications of at least PhD (see appendix no. 1).
3. Suggestions for a dissertation subject can be put forward by a student, through an academic teacher, as specified in pt. 2 above.
4. Dissertation subjects, approved of by the dean and through an academic teacher, can be proposed by a third party cooperating with a department. A sample of a form for submitting a dissertation subject by a third party is the appendix no. 2 to this procedure.
5. A dissertation subject can be reserved for a specific student the instant it is submitted by an academic teacher, subject to the paragraph no. 10.
6. Directors of each department must approve of the proposed dissertation subjects on USI on condition that such subjects can be addressed by an academic teacher employed by a specific organizational unit of ZUT.

**§ 4.**

**Approving of dissertation subjects**

1. Dissertation subjects approved of by directors of specific departments are later on accepted in terms of content via USI by a program committee suitable for a given department of studies. Such committees also give their stamp of approval to dissertations in the form of published articles.
2. The vote on dissertation subjects is taken openly by members of program committees with the use of USI. In the case of either abstentions or nays a committee member is obliged to explain their decision by filling in a specific space on USI. In a situation that requires a more detailed discussion, the chairman of a committee can convene a special meeting.
3. The chairman of a program committee can adjourn a meeting, and either approve of or reject a dissertation subject suggested by an academic teacher. Upon reaching a final decision, the chairman takes into account all the votes cast by committee members, among which his vote remains decisive. Information on why a given subject was rejected is available for an academic teacher who suggested the subject on USI (see the bookmark called „Moje tematy”).
4. The tally of dissertation subjects generated from the system and divided into specific courses is finally approved of by the dean of a given department.

**§ 5.**

**Choosing a dissertation subject**

1. Choosing a dissertation subject is up to a student. The supervisor of a dissertation is an academic teacher who suggested a given subject and made a specific student responsible for doing research into it, in accordance with the paragraph no. 3, pt. 3. The student is next obliged to discuss with his/ her supervisor the overall rules for tackling their work.
2. Deadline for the procedure specified in pt. 1 above, is set by the dean, but it cannot be longer than the end of semester prior to writing such a dissertation.
3. If a student fails to choose a dissertation subject within the period mentioned under pt. 2 above, such a subject is selected for a student by the dean of a given department.
4. In some justified cases, the dean may, upon written request submitted by the supervisor before the deadline specified under pt. 2, agree for up to two students (co-authors) to collaborate on their dissertation.
5. In the case of such a collaboration, authors of specific chapters of the dissertation must clearly be stated.

**§ 6.**

**Changing either a dissertation subject or a supervisor**

1. In some exceptional situations either a dissertation subject or the supervisor can be changed.
2. Such a change is only possible after the student submitted a specific request (see appendix no. 3) and received a positive opinion from his/ her supervisor.
3. An approval for any changes is granted by the dean of a given department.
4. Any alterations made to the dissertation scope of interest are subject to the provisions expressed in the paragraphs 3 and 4 above.
5. Supposing the manner in which a dissertation subject is formulated gets slightly altered, but it does not affect its overall scope of interest, the dean of a given department can give it the green light irrespective of this procedure.
6. Student dismissed from a roster of classes while working on their dissertation, and who now wishes to resume their education, can, after being granted an approval from the dean, keep their original dissertation subject.

**§ 7.**

**Submitting a final dissertation and reviewing it**

1. Prior to having their dissertation published on USI, a student is required to verify all the data paying special attention whether the dissertation subject in either written or written and graphic form (dissertation file) corresponds with the approved subject of their work.
2. Student discusses and agrees on the final version of their dissertation with the supervisor.
3. Student enters a summary of their work along with all the key words (also translated into English) used in the dissertation file on USI.
4. Before the deadline stated in the paragraph 33 of the Set of Rules for studying at ZUT (later on referred to as the Set of Rules), student publishes on USI a final version of their dissertation, approved of by the supervisor, in which there are descriptions of works of art., such as sculptures, music pieces or others, all in the form of separate files which take into account the requirements stated in the paragraph 11. Once this has been done, the student informs of it his/ her supervisor
5. In case of a collaborative work each student, or co-author, publishes on USI the same file of the supervisor-approved dissertation. All the key words and summaries of collaborative work have to be identical.
6. Subject to pt. 7, the supervisor is required to do the following within up to 5 days since the dissertation was published on USI by the student:
7. go over the overall paper and mark it as „Approved” (Zaakceptowana) on USI;
8. download the approved paper from USI (dissertation file) and check it via JSA.
9. Supposing a paper is rejected, the supervisor marks it as „To Be Improved” (Do Poprawy). Student reserves the right to upload the supervisor-approved paper once again on USI, always bearing in mind the deadlines mentioned in pt. 4.
10. After downloading from JSA a general report on the overall evaluation of a dissertation (in color), which stands as a proof the student has not plagiarized from any source whatsoever, the supervisor petitions via JSA for a dissertation defence and suggests a paper reviewer on USI.
11. Student is next obliged to download from USI the approved paper (dissertation file) within the period not longer than 8 days since the date determined in the paragraph 33 of the Set of Rules, and to submit at the dean’s office one copy of the dissertation in paper along with a declaration of adhering to the copyright laws (appendix 4). In addition, on request from the supervisor and/ or the reviewer the student submits to them each one copy of the dissertation in paper.
12. Dissertation is considered „not submitted” in the cases described in the paragraph 33, pt. 9 of the Set of Rules.
13. Date of submission is the moment the report mentioned in pt. 8 above gets downloaded by the supervisor.
14. Reviewer of the dissertation suggested by the supervisor needs to be approved of by the dean of a given department. In other case, it is the dean who selects another reviewer , and sets a deadline for submitting a review, which cannot be longer than 7 days since the new reviewer was approved of.
15. Reviewer writes a review of the dissertation either downloaded from USI or submitted by the student, and hands it over in paper to the dean’s office, as well as uploads it on USI.
16. The dissertation is also reviewed by the supervisor who, within the period of 7 days since the paper gets approved of on USI, writes a review of the dissertation and hands it over to the dean’s office in paper, as well as uploads it on USI. Along with the review, the supervisor also supplies a printout of the JSA-generated report, which is mentioned in pt. 8 above.
17. Paper versions of the dissertation review and the JSA-generated report are added to the student’s portfolio.
18. Employee of the dean’s office publishes on USI the date of submitting a dissertation along with information of submitting a JSA-generated general report on the overall evaluation of the dissertation and, in the case of collaborative work, after the same papers are uploaded on USI by two students (co-authors) with identical key words, enters data of the work co-author and sets the parameter „double’ (podwójny) in the space called „Type of teaching settlement” (Rodzaj rozliczenia dydaktyki).

**§ 8.**

**Examining a dissertation for acts of plagiarism**

1. All the dissertations written at various ZUT departments, with the exception of those papers that contain information which is subject to protection on the grounds of laws protecting classified data, need to be examined for acts of plagiarism.
2. Such an examinattion is carried out with the use of JSA system, which verifies all the dissertations written at various departments of ZUT for their uniqueness and authenticity.
3. It is the supervisor who is held respnsible for carrying out such an examination.
4. The supervisor hands over to the dean’s office the JSA-generated report mentioned in the paragraph 7, pt. 8 above.
5. Supposing there is a strong suspicion of plagiarism based on a detailed report from JSA, the supervisor is required to inform the dean immediately. Template for a proper report can be found in the appendix no. 5.
6. The dean informs the ZUT Rector that investigative measures need to be taken immediately, and procedure of certifying is suspended until the case is explained.

**§ 9.**

**Graduation exam**

1. Student is allowed to take a graduation exam by the dean who also set a date for it only after the student has met all the requirements laid down in the paragraph 35 of the Set of Rules.
2. Graduation exam committee is established by the dean, in accordance with the Set of Rules.
3. A step-by-step instruction on conducting graduation exams at a given department is prepared by the dean through a specific decree.
4. It is the dean who is also responsible for organizing and conducting the overall graduation exam at his/ her department.
5. After the graduation exam, the content of a dissertation, with the exception of those papers that contain information subject to protection on the grounds of laws protecting classified data, is transferred via UCI by means of mass import devices to the National Repository of Academic Dissertations.

**§ 10.**

**Limit on the number of dissertations to go over**

1. Academic teacher with qualifications to supervise academic dissertations cannot assist more than 8 students at the same time.
2. In some individual cases, and upon written request from an academic teacher, the dean of a given department can increase the limit on the number of dissertations to supervise.

**§ 11.**

**Editorial format of a dissertation and requirements for electronic version**

1. Any dissertation in electronic version needs to comply with the following requirements:
   1. it has to be identical with its paper version, e.g. no watermarks are allowed;
   2. it has to be stored in a single pdf-format file, without any security codes, which enables to look for specific passage throughout the whole content;
   3. file size (appendices not included) cannot exceed 20 MB of memory;
   4. it has to contain a summary and key words in both Polish and English.
2. Total size of a dissertation with all the appendices cannot be more than 60 MB of memory. It is recommended that such appendices should be archived in a single zip-format file.
3. Template for the front page of a dissertation can be found in the appendix no. 6.
4. Any department reserves to right to introduce additional templates for certifying procedures.

**§ 12 .**

**Classifying dissertations**

1. Classifying a dissertation happens when there are some restrictions in dissertation file sharing due to some specific classified data such a dissertation contains.
2. Decision to classify a dissertation is made by the dean of a given department – either on their own or following a written and justified request from the supervisor – who next marks the paper as „classified” (praca utajniona). Template for the proper request can be found in the appendix no. 7.
3. Reviews of dissertations marked as „classified” are no longer public.
4. Any dissertation marked as „classified” by the dean is from now on indicated as „classified work” (praca utajniona):

* in the top right-hand corner of each page on paper,
* on an electronic device which stores the content of such a dissertation,
* on ZUT IT system.

1. Dissertations marked as „classified,” which contain:

* information subject to protection on the grounds of laws protecting classified data – are not subject to examination via JSA,
* company secrets – are subject to examination for acts of plagiarism, only a supervisor with special qualifications has access to such pieces of work.

1. Dissertations in both paper and electronic versions marked as „classified,” along with the general report on the evaluation of a given paper via JSA, are all stored in the student’s portfolio in a sealed envelope which contains the following: department seal, student’s name and surname, student ID number, degree, name and surname of the supervisor, as well as „classified” marking that makes it impossible to access the content for unauthorized individuals.
2. One copy of the dissertation, owned by the student, is not subject to protection from ZUT.

SPECIMEN Attachment 1

To Diploma process at ZUT

[faculty]

[department/institute/chair]

**[Bachelor/Engineer/Master] Diploma No ……………/20…………..**

Course:

Specialization:

Study [form and level]

**Author: [first and family names], [register number]**

**Supervisor: [first and family names, academic degree]**

**TOPIC: [in Polish],**

TOPIC: [in English]

Diploma scope: [in Polish]

Diploma scope: [in English]

**Dates when the topic was approved by;**

1. Supervisor:

2. Chair head [first and family names, academic degree]:

3. Programme committee:

Date when a topic was given to a student:

Planned date of diploma submission:

SPECIMEN Attachment 2

To Diploma process at ZUT

Szczecin, date …………………………..

……………………………………………………………………………………………

Name of external party

……………………………………………………………………………………………..

address

……………………………………………………………………………………………..

First and family names of a person submitting diploma topic

………………………………………………………………………………………………

Phone number, e-mail

Dean …………………………………………………………

I submit the following topic of a Bachelor/Engineer/Master diploma work\*

Diploma topic

Diploma topic in English

Scope:

Scope in Polish:

This dissertation will be completed in:

* one of ZUT’s faculties\*
* external party\*

supervised by ………………………………………………………………………………………………………………………………

first and family name, academic degree

………………….…………………

signature

Date …………………………………………. …………………………………..

Signature of chair’s head

\* delete as appropriate

SPECIMEN Attachment 3

To Diploma process at ZUT

Szczecin, date ……………………

First and family names

Register number study form and level

Phone number

**Application to change diploma topic/diploma supervisor[[1]](#footnote-1)**

Current supervisor

Current supervisor

**Diploma topic change:**

**NO**

**YES**

New topic

**Approved:**

Signature of supervisor

**Diploma supervisor change:**

**NO**

**YES**

New supervisor

**Approved: Approved:**

Signature of current supervisor Signature of new supervisor

Signature of student

Decision of dean: …………………………………………………………………………………………………………

Date and signature of dean

SPECIMEN Attachment 4

To Diploma process at ZUT

DECLARATION OF THE AUTHOR OF DIPLOMA

(Franklin Gothic Demi 14 points)

I hereby declare that the Bachelor/Engineer/Master diploma\*

topic

supervised by:

first and family names, academic degree

is my own independent work, completed with reference literature and provided sources.

It has been submitted at

Name of faculty

The content of my electronic diploma project is identical with its printed\*/printed and graphic\* form.

I also declare that my diploma project submitted at the Dean’s office has not in any form been previously part of a diploma procedure in any higher education institution.

(Franklin Gothic Book 12 points)

………………………………………..

Signature of candidate

Szczecin, date……………………………

\* delete as appropriate

SPECIMEN Attachment 5

To Diploma process at ZUT

**SUPERVISER’S OPINION**

**Regarding diploma project**

I hereby declare that I have read Detailed Report generated by Uniform Antiplagiarism System (Jednolity System Antyplagiatowy) for the diploma work:

**Student’s first and family names**: ………………………………………………………………………………………………………………………….….

**Register No**:

………………………………………………………………………………………………………………………………

**course**:

………………………………………………………………………………………………………………………………

**Form and stage of study**: ………………………………………………………………………………………………………………………………

**title**:

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Having analysed Detailed Report generated by Uniform Antiplagiarism System (Jednolity System Antyplagiatowy), I can confirm that the quoted parts can be treated as plagiarism. For this reason, I cannot assume the diploma project to be independently written. Consequently the diploma will not be officially defended and I am going to ask the Dean to investigate the matter.

**Explanation:**

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………………………………

Date and signature of diploma’s supervisor

SPECIMEN Attachment 6

To Diploma process at ZUT

**ZUT LOGO**

(adjusted to the side in three lines)

Name of faculty

(12 points Franklin Gothic Medium)

Name of course

(12 points Franklin Gothic Medium)

Specialization

(12 points Franklin Gothic Medium)

Bachelor/Engineer/Master diploma

(delete as appropriate,16 points Franklin Gothic Book)

TOPIC OF DIPLOMA IN POLISH

(block capital letters *16 points Franklin Gothic Demi)*

TOPIC OF DIPLOMA IN ENGLISH

(block capital letters, *14 points Franklin Gothic Demi)*

First and family names of candidate

(14 points Franklin Gothic Demi)

Register No: XXXXXX

(12 points Franklin Gothic Book, number Franklin Gothic Medium )

Supervisor:

(14 points Franklin Gothic Book)

First and family names of supervisor, academic degree(14 points Franklin Gothic Medium)

Name of institute

(12 points Franklin Gothic Book)

External supervisor:

(14 points Franklin Gothic Book)

First and family names of supervisor, academic degree(14 points Franklin Gothic Medium)

Name of external entity

(12 points Franklin Gothic Book, omit if it does not apply)

Szczecin RRRR

(place and year, 12 points Franklin Gothic Book)

SPECIMEN Attachment 7

To Diploma process at ZUT

Place and date

**Dean**

**…..……………………………….**

Name of faculty

**Diploma’s supervisor:**

First and family name, academic degree

**Application for the diploma project to have „classified” status**

I hereby ask for the Bachelor/Engineer/Master diploma project to have classified” status

Topic of diploma

**Author:**

First and family name of candidate

Register No

Course

Form and stage of study

Explanation:

……………………………………………………….

Date and supervisor’s signature

Dean’s decision

……………………………………………………….

Date and dean’s signature

\*delete as appropriate

1. When you want to change the topic, your application should be accompanied by the current form for diploma project [↑](#footnote-ref-1)