

REMOTE THESIS DEFENSE PROCEDURE¹

1. Preparation of the diploma thesis for defense using the APD system (Archiwum Prac Dyplomowych - Archive of Diploma Theses)

1.1. At least one month before the planned date of defense, **an Employee of the Unit serving Students** assigns the Student in the USOS system the Supervisor of the diploma work (as a Supervisor of the work and as the first Reviewer of the work) and fills in additional information necessary to handle the diploma thesis ("Study program", "Diploma Code", "Unit in which the work is created", "Title of work").

NOTE: in the USOS system, the form for entering data is available in the menu "Diplomas" -> "Diploma theses by person":

- as the title of the work, you can enter the working title or any text (e.g. "Title of the work"). The final title of the thesis will be entered in the APD system by the Student himself (after the approval of the Supervisor),

- the value of the "Work status in the APD system" field must be set to "To be modified (the student is to enter a summary in APD)", and the value of the "To be archived in APD" field to "Archive",

- after assigning the Supervisor as a supervisor (tab "Supervisors") you can add him/her as a Reviewer after clicking on the "Add as reviewer" button or enter manually in the "Reviews" tab.

The screenshot shows the 'Prace dyplomowe osoby' (Person's diploma work) form in the APD system. The form is divided into several sections:

- Program studiów - kod i data przyjęcia**: APOLLO-WT-ZI-S1, 01.10.2017
- Kod dyplomu**: INZ
- Ważny od / Ważny do**: 18/19Z
- Opis dyplomu**: Inżynier
- Kod kierunku/specjalności**: kierunek/specjalność, Opis kierunku/specjalności
- Jednostka, w której powstaje praca**: UEK-ZJ
- Tytuł pracy dyplomowej w języku oryginalu**: Analiza wydajności sieci LAN firmy ASTRA
- Opis jednostki pracy**: Instytut Nauk o Jakości i Zarządzania Produktem
- Opis programu studiów dyplomu**: Zarządzanie i Inżynieria Produkcji, stacjonarne, 1 stopień (obsługa studentów)
- Data zatwierdzenia tematu**: 01.02.2021
- Komentarz do zatwierdzenia**: Brak komentarza
- Czy praca poufna**: Nie
- Czy praca może być przesłana do ORPD**: Tak
- Data złożenia pracy**: 01.03.2021
- Komentarz do złożenia pracy**: Brak komentarza
- Komentarz do decyzji o przesłaniu pracy do ORPD**: (empty)
- Status pracy w Archiwum Prac Dyplomowych**: Do modyfikacji (student ma wpisać streszczenie w APD)
- Czy archiwizować w APD**: Archiwizować
- Język oryginału**: polski

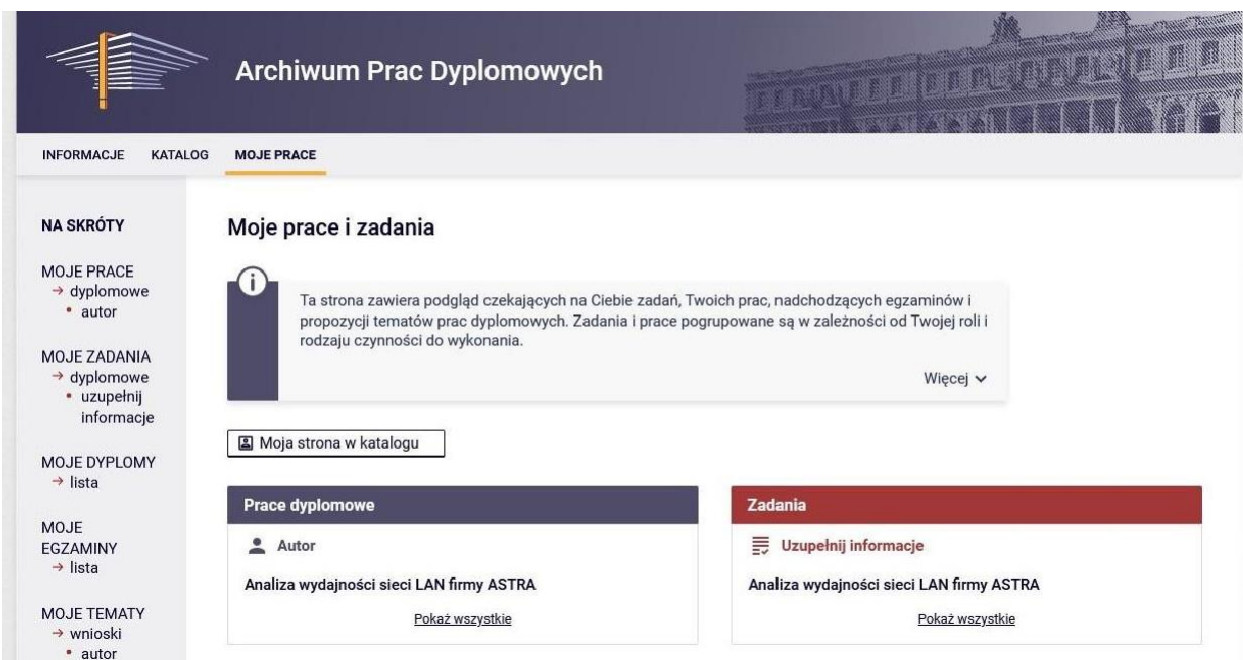
¹ NOTE! In the case of covering the diploma thesis with a confidentiality clause, i.e. if the work contains information constituting a trade secret or classified information subject to protection under the laws on the protection of classified information, this procedure should be applied taking into account the priority of separate rules resulting from the Procedure of covering diploma theses with a confidentiality clause (including marking the work, the possibility of checking in the JSA, storage, archiving).

1.2. After entering the data regarding the diploma thesis into the USOS system, **the Student** and **the Supervisor** gain access to work in the APD system.

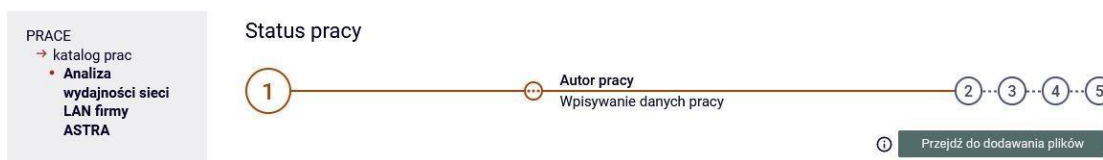
To log in to the APD system:

- in the web browser, enter the website address (<https://apd.uek.krakow.pl/>), and then select the link "log in" (upper right corner of the screen),
- the login form to the Central Authentication System KUE (CAS) will appear, where the ID and password must be entered.

Access to individual stages is possible after entering the "MY WORK" tab in the main menu of the system:



In the APD system, several steps (stages) must be completed, during which the work is placed in the system, checked by the anti-plagiarism system and evaluated by the Reviewers. The current progress of work is presented graphically on the path with Work status, where you can see what is to be done in a given step and who is responsible for its implementation:



NOTE: In the APD system, all users have access to the catalog with the list of works and the search engine. The content of the work and reviews are available only to the Author of the work – the Student, the Supervisor and the Reviewer, Chairman of the Diploma Examination Committee, Employee of the unit servicing Students, and System Administrator.

1.3. After creating a task by an employee of the Unit serving Students, the Student obtains the opportunity to upload the work to the APD system. **The student** performs step "1. Entering work data", i.e. introduces – in Polish and English – the title of the work, summary and keywords (fig. below). Then he clicks on the "Proceed to add files" button and goes to step "2. Uploading files with work".

Informacje o pracy
Pliki
Antyplagiat

Informacje o pracy

Zapisz dane pracy

Język pracy:	polski [PL] ⓘ
Tytuł:	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; margin-right: 5px;"> 🇵🇱 🇬🇧 </div> <div> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Analiza wydajności sieci LAN firmy ASTRA"/> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Analysis of LAN performance at ASTRA"/> <small>Limit 1000, wprowadzono 36 znaków</small> </div> </div>
Autor:	Dominik Kuc ⓘ <small>Inżynier na programie APOLLO-WT-ZI-S1</small> <small>Data egzaminu dyplomowego: brak</small>
Jednostka organizacyjna:	Institut Nauk o Jakości i Zarządzania Produktem
Data zatwierdzenia tematu:	3 stycznia 2021
Uwagi do zatwierdzenia tematu:	Brak komentarza
Data złożenia:	1 marca 2021
Uwagi - złożenie pracy:	Brak komentarza
Streszczenie:	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; margin-right: 5px;"> 🇵🇱 🇬🇧 </div> <div> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Praca poświęcona jest analizie wydajności sieci lokalnej LAN w firmie ASTRA."/> <small>Limit 4000, wprowadzono 77 znaków</small> </div> </div>
	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; margin-right: 5px;"> 🇬🇧 </div> <div> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="The master thesis is devoted to the analysis of LAN performance..."/> <small>Limit 4000, wprowadzono 66 znaków</small> </div> </div>
Słowa kluczowe:	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; margin-right: 5px;"> 🇵🇱 🇬🇧 </div> <div> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="LAN, sieć lokalna, wydajność, transfer danych..."/> <small>Limit 1000, wprowadzono 48 znaków</small> </div> </div>
	<div style="display: flex; align-items: flex-start;"> <div style="width: 20px; text-align: center; margin-right: 5px;"> 🇬🇧 </div> <div> <input style="width: 90%; border: none; border-bottom: 1px solid #ccc;" type="text" value="LAN, network, performance, data transfer..."/> <small>Limit 1000, wprowadzono 43 znaków</small> </div> </div>
Status pracy:	ⓘ Wprowadzenie przez autora danych o pracy
Status archiwizacji:	ⓘ Do archiwizacji

Zapisz dane pracy

1.4. In the APD system, **the Student** performs step "2. Uploading files with work", in which she/he uploads a file with the work in PDF format and possible attachments to the work (fig. below). Then the Student clicks on the "Submit for approval by the supervisor" button and goes to step "3. Acceptance of data".

Nr	Elementy zestawu	Zatwierdzony
1	brak załączników w zestawie	NIE

Dodaj plik ⓘ

Rodzaj:	Praca <small>Maksymalna liczba w zestawie: 1 Maksymalny rozmiar pliku: 15,0 MB Dopuszczalne rozszerzenia: .pdf</small>
Plik:	Przeglądaj... Nie wybrano pliku. <small>Nazwa pliku zostanie automatycznie zmieniona według obowiązującego formatu.</small>
Język zawartości:	polski [PL]
Opis:	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <small>Limit 300, wprowadzono 0 znaków</small>

[Dodaj do zestawu](#)

1.5. In the APD system, **the Supervisor** performs step "3. Data acceptance", i.e. checks the work sent by the Student and additional data (title, abstract, keywords), and then:

- a. if the work needs improvements, the Supervisor clicks on the "Return for correction" button (then it is possible to enter a comment regarding the reason for directing the work for improvement and the work itself returns to step "2. Uploading files with work")
- b. if the work does not require improvement, **the Supervisor** sends it for plagiarism auditing in JSA (Jednolity System Antyplagiatowy - Uniform Anti-plagiarism System) by clicking on the "Order examination" button (fig. below).

Badanie Jednolitym Systemem Antyplagiatowym

Analiza wydajności sieci LAN firmy ASTRA

[← wróć do pracy](#)

Lista zestawów



Ostatni zestaw	
1	<div style="display: flex; align-items: center;"> ↓ APOLLO-WT-ZI-S1-INZ-206351.pdf </div> <p style="color: #c00000; font-size: small;">Nie zlecono jeszcze żadnego badania</p> <p style="text-align: right;">Zleć badanie</p>

1.6. The work examination procedure can take up to several hours. The status of the test can be checked in the system (figure below). A detailed procedure for the examination and acceptance of works in the JSA is provided in *Appendix 2. to the procedures of remote defense of the diploma thesis*. After completing the study, **the Supervisor** receives an e-mail to his/her university employee account with information about the test's completion.

NOTE: this notification will be sent by the JSA system to the email address provided when registering the Supervisor with JSA.

Badanie Jednolitym Systemem Antyplagiatowym Analiza wydajności sieci LAN firmy ASTRA

← wróć do pracy

Lista zestawów

✓ Wysłano zgłoszenie sprawdzenia antyplagiatowego

Ostatni zestaw

↓ APOLLO-WT-ZI-S1-INZ-206351.pdf

1 Oczekuje ...

Badanie może zająć od kilku minut do nawet kilku godzin. Gdy raport będzie gotowy, promotorzy pracy otrzymają powiadomienie w wiadomości e-mail.
zlecone 2021-01-25 przez Bartłomiej Biga

Sprawdź status badania

1.7. After the JSA system completes the examination, the work audit report is available in the APD system.

1.8. **The Supervisor**, after completing the examination by the JSA, reads the work's audit report and then:

- a. if the result obtained is sufficient, then the Supervisor **accepts the audit report from the JSA system (fig. below)**.

Badanie Jednolitym Systemem Antyplagiatowym Analiza wydajności sieci LAN firmy ASTRA

← wróć do pracy

Lista zestawów

✓ Wygenerowano raport szczegółowy

Ostatni zestaw

↓ APOLLO-WT-ZI-S1-INZ-206351.pdf

1 Badanie ukończone

zlecone 2021-01-25 przez Bartłomiej Biga | zaktualizowane 2021-01-25

Raport ogólny [pobierz]

rozmiar: 211,0 KB | otrzymano 2021-01-25

Raport szczegółowy [pobierz]

rozmiar: 1,6 MB | otrzymano 2021-01-25

Aktualizuj dane pracy w raportach

Aktualizuj status badania i raporty

Zaakceptuj wynik badania

b. if the obtained result is not sufficient, and the Supervisor thinks that it requires improvement on the part of the Student, she/he clicks on the "Return for correction" button and thus sends the work **back to the Student** for correction. Then the work returns to step "2. Sending files with work" in the APD system, and the *procedure of remote defense of the diploma thesis* begins with point 1.4.

c. in some cases – when the similarity factor is high, due to the inclusion of a large number of citations of other works or documents in the work (e.g. legal acts) – it may be necessary for the Supervisor to intervene by logging directly into the JSA system (<https://jsa.opi.org.pl/>) and excluding these fragments from the analysis, and then recalculating the similarity factors (in the JSA system). It should be remembered that this is possible **only before the acceptance** of the audit results. After completing the JSA system steps, download the updated report in the APD system by clicking on the "Update study status and reports" button.

In the case referred to above, when the similarity factor is greater than the recommended one (40% - see Appendix 2 to the Remote Thesis Defense Procedure), the Supervisor is obliged to fill in the tab under the JSA report: "Applications, the Supervisor (guardian) applies for".

Wyniki szczegółowe

Nr	Referencyjna baza porównawcza	PRP dla fraz o zadanej długości			
		≥ 40	≥ 20	≥ 10	≥ 5
1	Akty prawne	0%	0%	0%	0%
2	Internet	0%	0%	0%	0%
3	ORPPD	9%	9%	9%	9%

Nr	Tytuł lub adres dokumentu	Najdłuższa fraza	Liczba znalezionych fraz o zadanej długości			
			≥ 40	≥ 20	≥ 10	≥ 5
3.1	Piękno niejedno ma imię	3216	2	2	2	2

The Supervisor is also obliged to justify why, despite the values exceeding the recommended rate of 40%, she/he allows the work to be defended. To this end, in the field: "Comments" justifies her/his position with regard to those areas for which the JSA report indicated values exceeding 40% and after filling in this field, finally selects one of the options, i.e. allows work to be defended or does not allow work to be defended.

Wnioski

^ Promotor (opiekun) wnioskuje o: -

Promotor (opiekun) po zapoznaniu się z wynikiem szczegółowych porównań stwierdza, że: *

praca nie wskazuje istotnych podobieństw wykrytych w ramach weryfikacji przez Jednolity System Antyplagiatowy;

praca zawiera istotne podobieństwa wykryte w ramach weryfikacji przez Jednolity System Antyplagiatowy;

Uwagi:

Wpisz swoje uwagi

w pracy zastosowano manipulacje utrudniające badanie antyplagiatowe;

Promotor (opiekun) wnioskuje o: *

dopuszczenie pracy do obrony;

niedopuszczenie pracy do obrony;

* - pole wymagane

The diploma thesis is considered submitted within the deadline when the following conditions are met jointly:

- 1) passing all classes included in the study program, including the diploma seminar;
- 2) entering the written diploma thesis into the APD system by the student;
- 3) verification of the written diploma thesis by the Supervisor using the Uniform Anti-plagiarism System, confirmed in the APD system with the annotation "I accept", constituting the acceptance of the final version of the diploma thesis.

Completion of the diploma seminar takes place after the final acceptance of the diploma thesis, in accordance with point 3).

1.9. **The Supervisor** informs about the accepted *General Report on the study in JSA* and proposes the Reviewer by contacting by phone or sending an e-mail to the Employee of the Unit serving Students.

1.10. **An employee of the Unit serving Students** creates and launches a Circular (clearance slip) in the USOSweb system (*Appendix 1 to the Remote Thesis Defense Procedure*).

NOTE: In the Curricular, the student should obtain a settlement with all departments at the University, i.e. the Main Library, the Department of Settlements of Students and PhD Students and the student dormitory.

1.11. **The student** downloads and fills in the form available in the USOSweb system: *Declaration of readiness to defend the diploma thesis (Appendix 3. to the Remote Thesis Defense Procedure)*, including necessary additions by:

- a. Supplementary information to the Diploma Supplement
- b. Statement regarding the processing of personal data of the Graduate
- c. Information for Graduates on the processing of personal data
- d. Application for a copy of the diploma/supplement in a foreign language (optional)

At this stage, the documents are sent via the USOS system.

Submitting applications is available after logging in to the USOSweb system in the menu "FOR STUDENTS -> APPLICATION -> Submit a new application".

The student delivers to the unit serving students on the day of defense of the diploma thesis:
- printed and signed originals of the documents forming Appendix 3 to the Thesis Defense Procedure
- downloaded from the APD system:

- *General report of the review in JSA*
- *thesis card (Appendix 6 to the Thesis Defense Procedure)*
- *statement on sharing the work (Appendix 7 to the Procedure for defending the diploma thesis).*

1.12. An employee of the Unit serving Students presents to the Director of the Institute the proposal for Reviewer, that the Director accepts or indicates another person. Then he enters a response to the *Statement of readiness to defend the diploma thesis* submitted by the Student, **enters the Reviewer into the USOS system and notifies the indicated person about the need to issue a review.** Subsequently, by e-mail, the employee of the student service unit informs the **Supervisor about the positive consideration of the statement made by the Student and the appointment of the Reviewer and enters the date of submission of the diploma thesis into the USOS system.**

In the USOS system "Diplomas" -> "Diploma theses by person" and then the "Details" tab (for entering the date) and the "Reviews" tab (for entering the reviewer).

1.13. The employee who has been appointed as the Reviewer is visible to the **Student** in the APD system.

1.14. The Supervisor in the APD system clicks on the "Submit for entering a review" button and goes to step "4. Issuance of reviews".

1.15. The Supervisor and the **Reviewer** in the APD system enter and approve the content of the review – fig. below (*Appendix 4 and 5 to the Remote Thesis Defense Procedure*). The Supervisor and the **Reviewer of the diploma thesis, filling in the "Characteristics of the selection of the use of sources" column, refer to the report of similarity of the work, except that the Supervisor is obliged, and the Reviewer has the option.**

The content of the approved review is visible to the Student **An employee of the unit serving Students prints the reviews and puts them in the Student's folder.**

Treść recenzji



Recenzja nie jest jeszcze gotowa do zatwierdzenia:
Nie udzielono odpowiedzi na pytania o numerach: 1, 2, 3, 4, 5, 6, 7, 8
Nie wybrano oceny

①	Skopiuj...	Edytuj odpowiedź	Podgląd PDF	Zatwierdź recenzję	Wyczyść
1.	Czy treść pracy odpowiada tematowi określonymu w tytule?				
	brak odpowiedzi				
2.	Ocena układu pracy struktury podziału treści kolejności rozdziałów, kompletności tez itp.				
	brak odpowiedzi				
3.	Merytoryczna ocena pracy				
	brak odpowiedzi				
4.	Uwagi dotyczące części empirycznej				
	brak odpowiedzi				
5.	Czy i w jakim zakresie praca stanowi nowe ujęcie problemu?				
	brak odpowiedzi				
6.	Charakterystyka doboru wykorzystanych źródeł				
	brak odpowiedzi				
7.	Ocena formalnej strony pracy (poprawność języka, opanowanie techniki pisania pracy, spis rzeczy, odsyłacze)				
	brak odpowiedzi				
8.	Sposób wykorzystania pracy (publikacja, udostępnienie instytucjom, materiał źródłowy)				
	brak odpowiedzi				
9.	Ocena pracy				
	brak				
①	Skopiuj...	Edytuj odpowiedź	Podgląd PDF	Zatwierdź recenzję	Wyczyść

1.16. After the review is approved by **the Supervisor** and **the Reviewer**, the system proceeds to step "5. Work ready to defend".

Analiza wydajności sieci LAN firmy ASTRA
Praca inżynierska



[← wróć do poprzedniej strony](#)

Status pracy

1 — **Autor pracy** — 2 — 3 — 4 — **5**
Wpisywanie danych pracy

Informacje o pracy | Pliki | Antyplagiat | Recenzje | ORPPD

Informacje o pracy

Język pracy:	polski [PL]
Tytuł:	 Analiza wydajności sieci LAN firmy ASTRA  Analysis of LAN performan Karta pracy
Autor:	Dominik Kuc Inżynier na programie APOLLO-WT-ZI-S1 Data egzaminu dyplomowego: brak

1.17 **An employee of the unit serving Students** checks the Circular (clearance slip) and, if the Student meets all the conditions required for admission to defense, approves the Circular.

1.18 During the defense period, i.e. from January and from June each year, **an employee of the Unit servicing Students** sets with the Chairman of the Diploma Examination Committee possible dates of defense. Then, on the basis of the indicated dates, he sets with the Supervisor a schedule of defense of individual students ready to take the diploma exam. **An employee of the unit serving Students notifies the Chairman, Supervisor, Reviewer and Member in a situation where he replaces the Reviewer in the Committee, about the agreed date of defense.**

2. Remote diploma exam

The remote diploma exam can only be conducted using the Microsoft Teams platform and using the Employees' work e-mail accounts located in the **uek.krakow.pl** domain and the Students' e-mail accounts located in the **student.uek.krakow.pl** domain.

2.1. The prerequisites for conducting the remote diploma examination are:

- fulfillment by the **Student** of all the requirements set out in Chapter 6. *Regulations of higher education at the Krakow University of Economics*,
- access **of the Student and the Members of the Diploma Examination Committee** (the Chairman of the Committee, the Supervisor and the Reviewer, and the Member, in a situation where he or she replaces the Reviewer in the Committee) to a computer equipped with a microphone and camera and a stable internet connection;

NOTE: Members of the Board should check the technical condition of computers and Internet access before the exam;

- The student may use a mobile phone during the diploma examination only with the consent of the Chairman of the Commission;

- when taking the exam, the Student should log in using the created university e-mail account.

- The student is obliged to take the remote diploma exam in appropriate clothing, in accordance with academic customs during the defense of the diploma thesis.

2.2. In the absence of appropriate equipment, the **Student** sends to the Unit serving Students via the *USOS system an Application for conducting a remote diploma exam from the University premises* (Appendix 8) in the room indicated by the Employee of the unit serving Students. **An employee of the Unit serving Students is responsible for reserving the defense room. The IT Systems Center is responsible for a stable Internet connection at the University.**

2.3. At least 7 days before the scheduled date of the remote diploma exam, **an employee of the Unit serving Students, after prior arrangements, sends to the e-mail accounts of the Student and Members of the Diploma Examination Committee (i.e. the Chairman, Supervisor, Reviewer and Member, in a situation where he replaces the Reviewer in the Committee)** information that the date of the exam has been set and is available in the APD system. To the Chairman of the Diploma Examination Committee, the employee of the Unit serving Students in the content of the message provides his contact phone number.

2.4. **An employee of the Unit serving Students** prepares the system for the Student's diploma exam.

On the form "Diplomas" -> "Diplomas and examinations":

- in the "Examinations" tab, verifies the "Diploma Issuing Unit" "Course Code" and enters the date and time of the exam (fig. below),

- in the "ECTS grades and credits" tab, enter the "average grade from studies" (the value can be entered manually or calculated using the form available after clicking on the "Count average" button) and select the option "Is the exam remote " (figure below),

Dyplomy i egzaminy

(*) Program studiów - kod i data przyjęcia: APOLLO-WT-ZI-S1, 01.10.2017
 (*) Kod dyplomu: INZ, Ważny od: 18/19Z, Ważny do: Inżynier

(*) Jednostka wydająca dyplom: UEK-ZJ, Instytut Nauk o Jakości i Zarządzania Produktem
 Opis program studiów: Zarządzanie i Inżynieria Produkcji, stacjonarne, 1 stopień (obsługa s...
 Kod kierunku/specjalności: ZJ-ZI, kierunek/specjalność: Kierunek prowadz... zarządzanie i inżynieria produkcji

Egzaminy | Oceny i punkty ECTS | Komisja | Komisja egz. popraw. | Obszary wiedzy

Ocena	Wartość liczbowa oceny	Waga	Wartość liczbowa oceny ważona	Policz średnią	Punkty ECTS
Średnia studiów	4,6	0,60	2,76	<input type="checkbox"/>	<input type="checkbox"/>
Ocena z pracy	<input type="text"/>	0,20		<input type="checkbox"/>	<input type="checkbox"/>
Ocena z egzaminu	<input type="text"/>	0,20		<input type="checkbox"/>	<input type="checkbox"/>
Ocena z egzaminu popr.	<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>

Ogólny wynik studiów:
 Ocena na dyplomie:

- in the "Commission" tab, enters the composition of the Diploma Examination Commission and determines the functions of its individual members (it is possible to copy the composition of the Commission from one exam to another) and selects the option "Is the protocol in APD" (fig. below)

(*) Jednostka wydająca dyplom: UEK-ZJ, Instytut Nauk o Jakości i Zarządzania Produktem
 Opis program studiów: Zarządzanie i Inżynieria Produkcji, stacjonarne, 1 stopień (obsługa s...
 Kod kierunku/specjalności: ZJ-ZI, kierunek/specjalność: Kierunek prowadz... zarządzanie i inżynieria produkcji

Egzaminy | Oceny i punkty ECTS | Komisja | Komisja egz. popraw. | Obszary wiedzy

Kod i nazwa typu komisji: Z-INZ, ds. Egzaminów Inżynierskich
 Kod jednostki: UEK, Czy protokół w APD:

Nazwa komisji: ds. Egzaminów Inżynierskich - Dominik Kuc

Członkowie komisji

Nazwisko	Imię	Drugie imię	PESEL	Jednostka osoby
				UEK-ZJI
				UEK-ZJE
				UEK-WG-KAP-ZZRO

2.5. After preparation of the system by the Employee of Unit serving Students, **the Chairman and Members of the Committee** may complete the protocol remotely in the APD system:

- in the "MY WORK" section there is information about upcoming exams (figure below),

NA SKRÓTY

MOJE PRACE

- dyplomowe
- promotor
- recenzent

MOJE DYPLOMY

- lista

MOJE EGZAMINY

- lista
- protokoły

MOJE RAPORTY

- udział w komisjach egzaminów dyplomowych
- opieka nad pracami dyplomowymi

Moje prace i zadania



Ta strona zawiera podgląd czekających na Ciebie zadań, Twoich prac, nadchodzących egzaminów i propozycji tematów prac dyplomowych. Zadania i prace pogrupowane są w zależności od Twojej roli i rodzaju czynności do wykonania.

[Więcej](#) ▾

[Moja strona w katalogu](#)

Prace dyplomowe

Promotor

- [Title]
- [Title]

Nadchodzące egzaminy

Członek komisji

Dominik Kuc - Inżynier (INZ)
28 stycznia 2021 12:30

[Więcej informacji](#)

- after clicking on the link "more information" details of the exam are visible (fig. below),

INFORMACJE KATALOG **MOJE PRACE**

NA SKRÓTY

MOJE PRACE
→ dyplomowe
• promotor
• recenzent


MOJE DYPLOMY
→ lista

MOJE EGZAMINY
→ lista
→ protokoły


MOJE RAPORTY
→ udział w komisjach egzaminów dyplomowych
→ opieka nad pracami dyplomowymi

MOJE TEMATY
→ lista
→ wnioski

Moje egzaminy

 Ta strona zawiera listę egzaminów, w których pełnisz rolę egzaminowanego lub członka komisji egzaminacyjnej. Widoczne są tylko egzaminy, które według ustawień uczelni są uznawane za najbliższe.

Egzaminy dyplomowe

Autor:	Dominik Kuc
Praca dyplomowa:	Analiza wydajności sieci LAN firmy ASTRA
Typ dyplomu:	Inżynier (INZ)
Komisja egzaminacyjna:	Prof. dr hab. inż. Andrzej Gajda - Przewodniczący (brak podpisu) Dr inż. Dominik Kuc - Promotor (brak podpisu) Dr inż. Andrzej Gajda - Recenzent (brak podpisu)
Rola w komisji:	Przewodniczący
Data egzaminu:	28 stycznia 2021 12:30
Miejsce egzaminu:	egzamin zdalny
Protokół egzaminu:	 Przejdź do protokołu (niezatwierdzony)

- after clicking on the title of the work, access to the protocol appears - the link "Exam protocol" (fig. below),

Analiza wydajności sieci LAN firmy ASTRA

Praca inżynierska




[← wróć do poprzedniej strony](#)

Status pracy



Informacje o pracy Pliki Antyplagiat Recenzje ORPPD

Informacje o pracy

Język pracy:	polski [PL]
Tytuł:	 Analiza wydajności sieci LAN firmy ASTRA  Analysis of LAN performance at ASTRA
Autor:	Dominik Kuc Inżynier na programie APOLLO-WT-ZI-S1  Data egzaminu dyplomowego: 28 stycznia 2021 12:30 (egzamin zdalny) Protokół egzaminu

2.6. Before the date of the exam, **the Chairman** of the Commission must create a protocol in the APD system by clicking on the "Create protocol" button (figure below).

Protokół egzaminu dyplomowego - Dominik Kuc

Analiza wydajności sieci LAN firmy ASTRA

← wróć do poprzedniej strony



Protokół dla tego egzaminu jeszcze nie istnieje.
Jeśli jesteś przewodniczącym komisji tego egzaminu, możesz go utworzyć.

Utwórz protokół

2.7. Then, the **Person responsible** for setting up a meeting on the Microsoft Teams platform (the Chairman of the Committee or an employee of the Unit serving Students or another Employee authorized by the Director of the Institute) immediately sets up a meeting and sends an invitation to the Members of the Committee and the Student or group of Students.

2.8. On the date of the exam (date, time), **the person** setting up the meeting on the Microsoft Teams platform starts an online session at which the Student or group of Students and all Members of the Diploma Examination Board should be present five minutes before the scheduled date of its start. When launching a session with more than one Student, the Chairman of the Committee uses the "waiting room" function.

To do this, click on the symbol, click on the "More options" button under the three dots icon and select "Meeting options". When introducing a Student to the session, use the "✓" symbol and click on the "Ask to join" button next to the Student's name.

2.9. During the exam, the cameras and microphones of all persons participating in the exam (the Student and the Members of the Diploma Examination Committee) must be switched on. For verification purposes, **the Student** presents his student ID. A student taking the diploma examination should sit in front of the camera and be clearly visible to the Commission during the exam. The student should assure a calm and quiet room for the duration of the online broadcast. During the exam, the Student provides access to the desktop of her/his computer, which is the only screen available to the Student during its duration.

To do this, the Student clicks on the "Share" button and then selects the option "Share screen."

2.10. Immediately before the exam, **the Chairman** of the Commission in the APD system opens the previously created protocol and starts the exam by clicking on the "Start exam" button (figure below).

Protokół egzaminu dyplomowego - Dominik Kuc

Analiza wydajności sieci LAN firmy ASTRA

← wróć do poprzedniej strony

Status

Egzamin oczekuje na rozpoczęcie.
Data egzaminu: 2021-01-28 12:30

Egzaminowany nie przystąpił do egzaminu

Rozpocznij egzamin

*NOTE: All **Members** have the ability to view the protocol.*

2.11. The diploma exam begins with the first question being drawn or the first question asked by the **Supervisor**. The Supervisor posts her/his question in the chat by clicking on the "Chat" icon. This is followed by the **Student's answer** to the question and the discussion led by the Supervisor. Accordingly, with the second and third questions, the situation is repeated. Additional questions may be asked by all Members of the Diploma Examination Committee (Chairman, Supervisor, Reviewer and Member, in a situation where he or she replaces the Reviewer in the Committee). If the Student's answers require writing, graphics or presentation of photos and drawings, she/he can edit them in the appropriate program (word processor, spreadsheet, graphics program, etc.) and present on the desktop.

*NOTE: in the case of diploma exams in the field of **Spatial Management**, when presenting the diploma thesis, the Student provides on the desktop a synthetic board presenting the idea of work or selected drawings, which are part of the diploma project and explain the concept and / or elements of work. It is advisable to prepare on the computer desktop of all presentation drawings that are elements of the diploma project.*

2.12. The diploma exam is completed by **the Chairman** of the Diploma Examination Committee, who is obliged to complete the diploma exam protocol in the APD system:

- adding questions is possible after clicking on the "Add a question" button (fig. below),

Edycja pytania
✕

Treść: *	<div style="border: 1px solid #ccc; padding: 2px;"> <small>Limit 2000, wprowadzono 26 znaków</small> Proszę scharakteryzować... </div>
Ocena:	<div style="border: 1px solid #ccc; padding: 2px;"> <small>Limit 20, wprowadzono 0 znaków</small> <input style="width: 90%; height: 20px;" type="text"/> </div>

* - pola wymagane

Anuluj
Zapisz

- the answer to each question should be evaluated immediately (figure below),

Edycja pytania
✕

Treść: *	<div style="border: 1px solid #ccc; padding: 2px;"> <small>Limit 2000, wprowadzono 26 znaków</small> Proszę scharakteryzować... </div>
Ocena:	<div style="border: 1px solid #ccc; padding: 2px;"> <small>Limit 20, wprowadzono 3 znaków</small> <input style="width: 90%; height: 20px; border-bottom: 1px solid #ccc;" type="text" value="4,5"/> </div>

* - pola wymagane

Anuluj
Zapisz

- a list of questions with grades from the answers is available on the form (fig. below),

Pytania

1.	Treść: Proszę scharakteryzować... Ocena: 4,5	W dół ↓ Edytuj → Usuń →
2.	Treść: Proszę przedstawić... Ocena: 4,0	W górę ↑ W dół ↓ Edytuj → Usuń →
3.	Treść: Proszę omówić... Ocena: 5,0	W górę ↑ Edytuj → Usuń →

Dodaj pytanie ...

2.13. If the transmission of the remote diploma exam is interrupted, an attempt to reconnect is made by the **Person** setting up the meeting. If the reconnection is successful, the student draws

or receives a new question. In the event of another interruption of the transmission of the remote diploma exam or other unforeseen factors, an additional exam date is set not earlier than after 7 days. In this case, the Student passes the diploma exam from University premises, unless it is impossible to conduct the exam due to *force majeure*. The Commission's decision shall be recorded in the minutes in the box "Notes" and by an Employee of the Unit serving Students in the USOS system in the field "Commentary" (to the first exam date).

2.14. After the diploma exam, the session with the Student ends. The student is asked by **the Chairman** of the Committee to temporarily leave the meeting. removed from the meeting.

To do this, click on the "More options" button next to the Student's name under the three dots icon and select the "Remove from meeting" option.

After conducting the diploma exam, **the Commission**, during the closed part of the exam determines the grade from the diploma exam, and in the case of a positive result of the exam also the final result of studies.

The Chairman of the Diploma Examination Committee, completes the following fields in the protocol of the diploma exam in the APD system:

- after entering all the questions and grades from the answers, complete the "Grade from work" by clicking on the "Edit grades" button (fig. below),

Oceny

	Ocena	Wartość liczbowa	Waga	Wartość ważona
Średnia ze studiów:	–	4,6	0,6	2,76
Ocena z pracy:	brak	brak	0,2	brak
Ocena z egzaminu:	brak	brak	0,2	brak

[Edytuj oceny ...](#) ⓘ

When calculating a rating from a review, you can use the "Leave a rating" button,

Edycja ocen
✕

	Ocena	Wartość liczbową		Waga
Średnia ze studiów:	-	4,6		0,6
Ocena z pracy:	-		<input type="button" value="Wystaw ocenę"/>	0,2
Ocena z egzaminu:				0,2

which will allow for automatic calculation of the average of the Reviewers' grades.

Oceny z recenzji
✕

Analiza wydajności sieci LAN firmy ASTRA

Liczba recenzentów:	2	Liczba recenzji:	2	Liczba ocen:	2	Średnia ocen pracy:	4,75
---------------------	---	------------------	---	--------------	---	---------------------	-------------

Liczba prac:	1
Liczba prac z obliczoną oceną:	1
Średnia z obliczonych ocen:	4,75
Średnia wg skali:	brak

- then, in a similar way, the "Exam grade" calculated in accordance with the KUE §30 par. 7 of *Regulations of higher education at the Krakow University of Economics*, selecting the appropriate value from the drop-down list (fig. below),

Edycja ocen
✕

	Ocena	Wartość liczbowa	Waga
Średnia ze studiów:	–	4,6	0,6
Ocena z pracy:	–	<input style="width: 80px;" type="text" value="4,75"/>	0,2
Ocena z egzaminu:	<input style="width: 40px;" type="text" value="4,5"/>	<input style="width: 80px;" type="text"/>	0,2

Anuluj
Zapisz i oblicz wynik

Fill in the fields "Grade" and "Numeric value".

- after entering all grades, the "Grade on the diploma" is calculated and it is possible to approve the protocol (fig. below),

Oceny

	Ocena	Wartość liczbowa	Waga	Wartość ważona
Średnia ze studiów:	–	4,6	0,6	2,76
Ocena z pracy:	brak	4,75	0,2	0,95
Ocena z egzaminu:	4,5	4,5	0,2	0,9

Edytuj oceny ...
i

Wynik studiów:	4,61
Ocena na dyplomie:	bardzo dobry

i
Edytuj ...

Status

i

Egzamin zakończony: przewodniczący może edytować oceny.

Data egzaminu: 2021-01-28 12:30

Cofnij zakończenie egzaminu
i

Zatwierdź protokół - wynik negatywny
i

Zatwierdź protokół - wynik pozytywny
i

- once the minutes have been approved, the Chairman signs the protocol. The protocol is then signed by the other Members of the Commission (figure below),

Podpisy

Przewodniczący		NIEPODPISANY
Recenzent		NIEPODPISANY
Promotor		NIEPODPISANY

Podpisz protokół

NOTE: in a situation where the Examination Board decides to change the grade, in accordance with §31, sections 9 -10 of the Regulations of higher education at the Krakow University of Economics (fig. below).

Oceny

	Ocena	Wartość liczbowa	Waga	Wartość ważona
Średnia ze studiów:	–	4,25	0,6	2,55
Ocena z pracy:	brak	5,25	0,2	1,05
Ocena z egzaminu:	5,0	5	0,2	1,0

[Edytuj oceny ...](#) ⓘ

Wynik studiów:	4,9
Ocena na dyplomie:	bardzo dobry

ⓘ [Edytuj ...](#)

Uwagi:	brak
--------	------

[Edytuj uwagi ...](#)

The Chairman Commission corrects the study result by clicking the "Edit" button and selecting the appropriate grade from the drop-down list (figure below).

Wynik studiów:	4,9
Ocena na dyplomie:	bardzo dobry z wyróżnieniem

ⓘ [Edytuj ...](#)

Edycja oceny na dyplomie ✕

Wynik studiów:	4,9
Ocena na dyplomie:	<div style="border: 1px solid gray; padding: 2px;"> bardzo dobry z wyróżnien ▾ dostateczny dostateczny plus dobry dobry plus bardzo dobry bardzo dobry z wyróżnieniem </div>

The Chairman of the Commission then enters an annotation in the "Comments" box (figure below).

Uwagi:	brak
Edytuj uwagi ...	

Edycja uwag

Limit 1000, wprowadzono 58 znaków

Uwagi: Podwyższenie oceny o 0,1 zgodnie z Regulaminem studiów ...

Anuluj Zapisz

Once amended, the President of the Commission shall approve and sign the protocol. The protocol shall then be signed by the other Members of the Commission.

2.15. Immediately after the end of the remote diploma examination, **the Chairman** and all **Members of the Committee** sign the protocol electronically in the APD system. The Chairman then clicks on the "End exam" button.

2.16 **The Chairman of the Committee** shall again invite the Student or a group of Students to a session with the Diploma Examination Board.

To do this, use the "People" icon, displaying the "Suggestions" area, click the "Request to join" button next to each name and surname of Students.

The Chairman of the Commission shall announce the result of the diploma examination, as determined by the Commission. In the case of a positive result of the diploma examination, the Chairman of the Commission also provides the final result of studies and announces the decision to award the appropriate professional title.

2.17. After the defense, the employee of the Unit serving Students downloads the *protocol of the remote diploma exam* from the APD system and puts it in the Student's file.

2.18. Within 1 month from the date of the diploma exam, i.e. upon receipt of the diploma, **the Student** submits to the Unit serving Students the originals of the signed documents listed in point 1.11. as well as *the Thesis Card and the Statement on making the work available* (and in the case of second-cycle studies also the student ID).

2.19. **An employee of the Unit serving Students** closes the Circular (clearance slip), confirming the receipt of the diploma of graduation by the Student.

2.20. In the event of obtaining an unsatisfactory grade or unjustified failure to take the exam within the set date, the Director of the Institute shall set the second date of the exam, which is final. The re-examination may not take place earlier than one month and must take place no later than three months after the date of the first examination. Failure to pass the diploma exam in the second term results in deletion from the list of students, on the basis of §24 section 2 point 4 *of the Regulations of higher education at the Krakow University of Economics*. The decision of the Commission is recorded in the protocol in the "Comments" field and by the Employee of the Unit serving Students in the USOS system in the "Comment" field (until the first date of the exam).

If it is necessary to conduct a retake (re-sit) exam, the procedure starts from point 2. Diploma examination. The procedure is initiated by an employee of the unit servicing Students with entries in the USOS system in the fields: "Date and time of the retake exam", "Retake exam board". Additionally, she/he selects the check box "Is the protocol in APD".

List of attachments to the *Remote Thesis Defense Procedure*:

Appendix 1. Creating and operating Curricular – completed by an employee of the Unit serving Students

Appendix 2. The procedure of sending the diploma thesis for examination in the JSA system and acceptance of the review report – analyzed and completed by the Supervisor and , in part 5 of the attachment – also by the Reviewer

Appendix 3. Declaration of readiness to defend the diploma thesis (together with attachments 3a-3d) – completed by the Student

Appendix 4. Evaluation of the diploma thesis – completed by the Supervisor in the APD system

Appendix 5. Evaluation of the diploma thesis – completed by the Reviewer in the APD system

Appendix 6. Diploma thesis card – completed by the Student

Appendix 7. Declaration on sharing the work – completed by the Student

Appendix 8. Application for conducting a remote diploma exam from the University – completed by the Student (optional)

Appendix 9. Protocol of the remote diploma exam – completed by the Chairman and Members of the Diploma Examination Committee in the APD system

In case of technical problems, assistance is available for:

- JSA system – uasa@uek.krakow.pl

- APD system – tel. 518 148 411, apd-pomoc@uek.krakow.pl

- Circular/clearance slip – tel. 518 775 601, usosweb@uek.krakow.pl

Appendix 1.
to the Remote Thesis Defense Procedure

Creating and servicing a circular (clearance slip)

1. Issuing a circular to the Student is possible in the USOSweb system. After logging in and going to the "FOR EVERYONE" tab, select the Circular option, and then "issue a new circular".

Twoje obiegowki + wydaj nową obiegowkę

Status: dowolny (i aktywne, i zamkniete) Związana z programami: Wpisz nazwę programu

Wydana przez: Wpisz imię i nazwisko Wydana dla: Wpisz imię i nazwisko

Status | Wydana przez | Wydana dla | Nazwa szablonu | Data wydania

Brak wyników

2. In the form that appears, we indicate the circulation (consistent with the name of the College of the Employee of the Unit serving Students), select the Student and the program to which the circular relates.

Nowa obiegowka

Szablon: Kolegium Nauk o Zarządzaniu i Jakości

Dla: Dominik Kuc

Program: Informatyka stosowana, stacjonarne, 2 stopień

Początkowo, obiegowki są tworzone w stanie zamkniętym. Po zakończeniu edycji (dodaniu pytań i/lub dodatkowych odpowiadających), pamiętaj aby obiegowkę otworzyć!





Zapisz i kontynuuj Anuluj

3. Click "Save and continue". Once this is done, we proceed to the details of the circular.

Obiegówka nr 1

Obiegówka:	Kolegium Nauk o Zarządzaniu i Jakości
Wydana:	2020-05-26 18:18:30
Wydana przez:	Janusz Tuchowski
Wydana dla:	Dominik Kuc Number albumu: 200267
Dotyczy programu:	Informatyka stosowana, stacjonarne, 2 stopień (↓)
Stan:	Zamknięta (kopia robocza) Aktywuj
Komentarz wydającego:	<input type="text"/>
<input type="button" value="Zapisz"/>	

+ wybierz pytania i odpowiadających

Kolegium Nauk o Zarządzaniu i Jakości	
Czy student zakończył etapy kształcenia oraz dopełnił formalności przed złożeniem pracy do obrony?	* Brak odpowiedzi 
Czy student odebrał dyplom?	* Brak odpowiedzi 
Biblioteka Główna Biblioteka Główna	
Czy student jest rozliczony z Biblioteką?	* Brak odpowiedzi 
Dział Rozliczeń Studentów i Doktorantów Dział Rozliczeń Studentów i Doktorantów	
Czy student jest rozliczony z uczelnią?	* Brak odpowiedzi 

4. The created circular contains a set of questions addressed to various departments of the University. To activate it, press the "Activate" button. The active circular allows the Employees of the Unit serving Students to answer two questions ("Has the Student completed stages of education and completed the formalities before submitting the work for defense?" and "Has the Student received the diploma?"). The remaining questions are answered by people from named departments. In case of some students, there may also be a question regarding the settlement with the student house (if they were registered in it). Below is a view of the active circular.

Obiegówka nr 1

Obiegówka:	Kolegium Nauk o Zarządzaniu i Jakości
Wydana:	2020-05-26 18:18:30
Wydana przez:	Janusz Tuchowski
Wydana dla:	Dominik Kuc Number albumu: 200267
Dotyczy programu:	Informatyka stosowana, stacjonarne, 2 stopień (↓)
Stan:	Aktywna (niewypelniona) <input type="button" value="Zamknij"/>
Komentarz wydającego:	<input type="text"/>
<input type="button" value="Zapisz"/>	

+ wybierz pytania i odpowiadających

Kolegium Nauk o Zarządzaniu i Jakości	
Czy student zakończył etapy kształcenia oraz dopełnił formalności przed złożeniem pracy do obrony?	TAK NIE Inna odpowiedź...
Czy student odebrał dyplom?	TAK NIE Inna odpowiedź...
Biblioteka Główna Biblioteka Główna	
Czy student jest rozliczony z Biblioteką?	Brak odpowiedzi <input type="button" value="Zapisz"/>
Dział Rozliczeń Studentów i Doktorantów Dział Rozliczeń Studentów i Doktorantów	
Czy student jest rozliczony z uczelnią?	Brak odpowiedzi <input type="button" value="Zapisz"/>

5. **Department employees** assigned to individual questions receive e-mail notifications asking for answers (YES, NO or other answer). To answer, they log in to the USOSweb system, go to the "FOR EVERYONE" tab, select "Circulars" and indicate a specific circular. After giving the answer, it is visible to both the Student and the people who issued the circular. Below is an example of filling in the circulation by the Library and the Department for Settlements of Students and PhD Students.

Obiegówka nr 1

	Obiegówka:	Kolegium Nauk o Zarządzaniu i Jakości
	Wydana:	2020-05-26 18:18:30
	Wydana przez:	Janusz Tuchowski
	Wydana dla:	Dominik Kuc Number albumu: 200267
i	Dotyczy programu:	Informatyka stosowana, stacjonarne, 2 stopień
i	Stan:	• Aktywna (niewypelniona)
i	Komentarz wydającego:	<input type="text"/>

informacje o odpowiadających

Kolegium Nauk o Zarządzaniu i Jakości		Kolegium Nauk o Zarządzaniu i Jakości	
Czy student zakończył etapy kształcenia oraz dopełnił formalności przed złożeniem pracy do obrony?	•	Brak odpowiedzi	
Czy student odebrał dyplom?	•	Brak odpowiedzi	
Biblioteka Główna Biblioteka Główna			
Czy student jest rozliczony z Biblioteką?	✓	TAK - Maria Piszczek 2020-05-26 18:21:08	
Dział Rozliczeń Studentów i Doktorantów Dział Rozliczeń Studentów i Doktorantów			
Czy student jest rozliczony z uczelnią?	•	Brak odpowiedzi	

Obiegówka nr 1

	Obiegówka:	Kolegium Nauk o Zarządzaniu i Jakości
	Wydana:	2020-05-26 18:18:30
	Wydana przez:	Janusz Tuchowski
	Wydana dla:	Dominik Kuc Number albumu: 200267
i	Dotyczy programu:	Informatyka stosowana, stacjonarne, 2 stopień
i	Stan:	× Aktywna (odrzucona)
i	Komentarz wydającego:	<input type="text"/>

informacje o odpowiadających

Kolegium Nauk o Zarządzaniu i Jakości		Kolegium Nauk o Zarządzaniu i Jakości	
Czy student zakończył etapy kształcenia oraz dopełnił formalności przed złożeniem pracy do obrony?	•	Brak odpowiedzi	
Czy student odebrał dyplom?	•	Brak odpowiedzi	
Biblioteka Główna Biblioteka Główna			
Czy student jest rozliczony z Biblioteką?	✓	TAK - Maria Piszczek 2020-05-26 18:21:08	
Dział Rozliczeń Studentów i Doktorantów Dział Rozliczeń Studentów i Doktorantów			
Czy student jest rozliczony z uczelnią?	×	Nie, brak wpłaty za semestr zimowy 19/20 - Michał Lis 2020-05-26 18:23:49	

6. In the case of a larger number of circulars, **an employee of a given department**, instead of clicking on each, can use the search engine or start serial response.

Twoje obiegówki 🔍 odpowiadanie seryjne

🔍 Status: dowolny (i aktywne, i zamknięte)	Związana z programami: Wpisz nazwę programu
Wydana przez: Wpisz imię i nazwisko	Wydana dla: Wpisz imię i nazwisko

Status 🔍	Wydana przez	Wydana dla	Nazwa szablonu	Data wydania
• Aktywna (niewypełniona)	Janusz Tuchowski	Dominik Kuc #29	Kolegium Nauk o Zarz...	2020-05-19 20:12:30

Pokazywane elementy 1..1 (spośród 1)

[← POPRZEDNIA STRONA](#) [NASTĘPNA STRONA →](#)

Aktywne pytania obiegówek 🔍

Kiedy ^	Dotyczy	Pytanie	Odpowiedź
2020-05-19 20:12:30	Dominik Kuc 200267 Obiegówka nr 29	Czy student jest rozliczony z uczelnią? <small>Informatyka stosowana, stacjonarne, 2 stopień</small>	TAK NIE Inna odpowiedź...

Pokazywane elementy 1..1 (spośród 1)

[← POPRZEDNIA STRONA](#) [NASTĘPNA STRONA →](#)

7. If all the answers in the circular are positive and the formalities related to submitting the work for defense have been met, **the employee of the Unit serving Students** issuing the circular answers the question: "Has the student completed the stages of education and completed the formalities before submitting the work for defense?"

Obiegówka nr 1

Obiegówka:	Kolegium Nauk o Zarządzaniu i Jakości
Wydana:	2020-05-26 18:18:30
Wydana przez:	Janusz Tuchowski
Wydana dla:	Dominik Kuc Number albumu: 200267
Dotyczy programu:	Ta osoba nie posiada pasujących programów.
Stan:	• Aktywna (niewypełniona) Zamknij
Komentarz wydającego:	<input type="text"/>

[Zapisz](#)

+ wybierz pytania i odpowiadających

Kolegium Nauk o Zarządzaniu i Jakości	
Czy student zakończył etapy kształcenia oraz dopełnił formalności przed złożeniem pracy do obrony?	TAK NIE Inna odpowiedź...
Czy student odebrał dyplom?	TAK NIE Inna odpowiedź...
Biblioteka Główna Biblioteka Główna	
Czy student jest rozliczony z Biblioteką?	✓ TAK - Maria Piszczek 2020-05-26 18:21:08 ✎ ✕
Dział Rozliczeń Studentów i Doktorantów Dział Rozliczeń Studentów i Doktorantów	
Czy student jest rozliczony z uczelnią?	✓ TAK - Michał Lis 2020-05-26 18:25:14 ✎ ✕

8. After the defense, when receiving the diploma, the employee of the Unit serving students **issuing the circular answers the question: "Has the student received the diploma?"**. Then the completed circular should be closed by using the "Close" button.

Obiegówka nr 1

Obiegówka:	Kolegium Nauk o Zarządzaniu i Jakości
Wydana:	2020-05-26 18:18:30
Wydana przez:	Janusz Tuchowski
Wydana dla:	Dominik Kuc Number albumu: 200267
Dotyczy programu:	Ta osoba nie posiada pasujących programów.
Stan:	✓ Aktywna (zaliczona) Zamknij
Komentarz wydającego:	<input type="text"/>
Zapisz	

+ wybierz pytania i odpowiadających

Kolegium Nauk o Zarządzaniu i Jakości	
Czy student zakończył etapy kształcenia oraz dopełnił formalności przed złożeniem pracy do obrony?	✓ TAK - Halina Nosal 2020-05-26 18:27:40 ✎ ✕
Czy student odebrał dyplom?	✓ TAK - Halina Nosal 2020-05-26 18:27:39 ✎ ✕
Biblioteka Główna	
Czy student jest rozliczony z Biblioteką?	✓ TAK - Maria Piszczek 2020-05-26 18:21:08 ✎ ✕
Dział Rozliczeń Studentów i Doktorantów	
Czy student jest rozliczony z uczelnią?	✓ TAK - Michał Lis 2020-05-26 18:25:14 ✎ ✕

Obiegówka nr 1

Obiegówka:	Kolegium Nauk o Zarządzaniu i Jakości
Wydana:	2020-05-26 18:18:30
Wydana przez:	Janusz Tuchowski
Wydana dla:	Dominik Kuc Number albumu: 200267
Dotyczy programu:	Ta osoba nie posiada pasujących programów.
Stan:	🔒 Zamknięta 2020-05-26 18:28:24 Aktywuj ponownie
Komentarz wydającego:	<input type="text"/>
Zapisz	

+ wybierz pytania i odpowiadających

Kolegium Nauk o Zarządzaniu i Jakości	
Czy student zakończył etapy kształcenia oraz dopełnił formalności przed złożeniem pracy do obrony?	✓ TAK - Halina Nosal 2020-05-26 18:27:40 ✎ ✕
Czy student odebrał dyplom?	✓ TAK - Halina Nosal 2020-05-26 18:27:39 ✎ ✕
Biblioteka Główna	
Czy student jest rozliczony z Biblioteką?	✓ TAK - Maria Piszczek 2020-05-26 18:21:08 ✎ ✕
Dział Rozliczeń Studentów i Doktorantów	
Czy student jest rozliczony z uczelnią?	✓ TAK - Michał Lis 2020-05-26 18:25:14 ✎ ✕

9. During the entire "flow" of the circular, the **Student** has a preview of which of the departments gave the answer. The Student can also check the information regarding who should answer a specific question, by clicking on: "Information about responders".

BRAK RYSUNKU

Appendix 2.

to the Remote Thesis Defense Procedure

The procedure for sending the diploma thesis for examination in the JSA system and accepting the audit report

11. Ordering an audit of the diploma thesis in the JSA system (Uniform Anti-plagiarism System) can be carried out from the APD account. This process is carried out in step 3 *of the Remote Thesis Procedure* – see point 1.5. and by clicking the "RESEARCH MANAGEMENT" button. From this level, the Supervisor can submit the work for audit at JSA.

12. Notwithstanding the above procedure described in point 1, the Supervisor also has the option of access to JSA at: <https://jsa.opi.org.pl/>, which can always be used.

13. Supervisor accounts in the JSA system are created by the JSA Administrator successively upon receiving the privilege of promoting diploma theses. It is not possible to register to the system yourself. Access to the JSA system is authorized by KUE or by another university that has previously registered the Supervisor.

14. Creating a JSA account sends an appropriate e-mail to the university user account, which contains confirmation of the action, information about who is the Administrator and who created the account for the user and an activation link. The Supervisor's account must be activated. To do this, the user must click the "ACTIVATE ACCOUNT" button and give a password to his account according to the criteria specified by JSA.

15. The process of activating an account in the JSA system (described above – point 1.4.) is carried out only once. Access to the account is done by entering the login and password received during the activation process.

16. After logging in to the Uniform Anti-plagiarism System (JSA), the Supervisor has the ability to preview the work of her/his ward and access to the results of the anti-plagiarism audit report. The results of the audit are available in the "RESEARCH" menu, and then - selecting the title of the diploma thesis - click the "REPORT" button. In this way, access to analysis statistics is obtained along with the results of similarities of the indicated fragments of the diploma thesis, divided according to four reference comparative databases.

Detailed information on the preview of the results of the analysis report, interpretation of results, re-analysis of the thesis can be found in the knowledge base, in e-learning courses and in instructional videos located on the <https://jsa.opi.org.pl/centrum-pomocy/baza-wiedzy/>

2.1. The result of the verification of the diploma thesis in JSA are the following 2 similarity reports:

- general report,
- detailed report.

Both reports are available to the Supervisor in both JSA and APD. On the other hand, the student has access to the content of similarity reports only in the APD system. From the level of the APD system, the reviewer also has access to these reports.

2.2. The Supervisor reads the detailed report obtained from the system and on this basis decides whether to allow the work to be defended or the need to correct the work.

2.3. No binding values for similarity factors are established for the Supervisors. Analyzing similarity reports, the Supervisor makes an individual assessment of the originality and independence of the work, taking into account: the purpose and nature of the work, the number and type of sources used in the work, the manner and context of using these sources, etc.

2.4. For the JSA system, the recommended values of the coefficients remain unchanged and amount to 40%, however, if:

- the value of the similarity coefficient 1 – Legal Acts Database – exceeds the level of 40%,
- or the value of the similarity coefficient 2 – Internet database – exceeds the level of 40%,
- or the value of the similarity coefficient 3 – ORPPD database – exceeds the level of 40%,
- or the value of the similarity factor 4 – the institution's database – exceeds 40 %,

and in the opinion of the Supervisor, the diploma thesis is an independent work, the Supervisor is obliged to fill in the tab: "Applications" The Supervisor (guardian) applies for:"

Wnioski

^ Promotor (opiekun) wnioskuje o: -

Promotor (opiekun) po zapoznaniu się z wynikiem szczegółowych porównań stwierdza, że: *

praca nie wskazuje istotnych podobieństw wykrytych w ramach weryfikacji przez Jednolity System Antyplagiatowy;

praca zawiera istotne podobieństwa wykryte w ramach weryfikacji przez Jednolity System Antyplagiatowy;

Uwagi:

Wpisz swoje uwagi

w pracy zastosowano manipulacje utrudniające badanie antyplagiatowe;

Promotor (opiekun) wnioskuje o: *

dopuszczenie pracy do obrony;

niedopuszczenie pracy do obrony;

* - pole wymagane

In the "Comments" field, the Supervisor justifies why he allows or rejects the work to defend by referring to those fields/areas in which the similarity indicators exceeded 40%, i.e. the Legal Act Database, and/or the Internet database, and/or the ORPPD database and/or the institution's database.

Ultimately, the Supervisor confirms her/his decision by clicking **on one of the two** options:

- admission of work to the defense,
- not allowing the work to be defended.

JSA similarity factor values are displayed in specific colors: green, orange, and red.

***Green indicates** that the work was written independently, **orange** indicates that the Supervisor should pay attention to the details of the JSA report. In such work, there may be certain phrases borrowed from another work, but there are not many of them. The value of the coefficient in **red** indicates that the Supervisor should absolutely review the JSA report, because in the work there may or may not be - an example of legal acts - present many phrases taken from other sources.*

In each situation, the Supervisor ultimately decides whether to admit the work to the defense.

2.5. Depending on the subject of diploma theses in various fields, e.g. engineering or economics, the content of the work may contain numerous quotations, e.g. taken from the Database of Legal Acts. This in turn may result in high similarity factors exceeding the standard thresholds set out in point 2.4. *Procedures for sending the diploma thesis for examination in the JSA system and acceptance of the audit report.* It is possible to reduce them by excluding fragments of text and recalculating the result. This operation can be performed by the Supervisor on his JSA account by marking the mentioned citations for the appropriate reference base and excluding the fragment (giving the reason for exclusion) from the similarity analysis process. Clicking the RECALCULATE RESULTS button will recalculate and decrease the similarity factors (PRP) values. Details of the procedure are presented in the knowledge base on the JSA website: https://jsa.opi.org.pl/centrum-help/knowledge-base/przeliczanie_wyniku/

Exclusion of a fragment of texts is possible only if the Supervisor has not yet accepted the work in JSA, i.e. in the general report from the analysis in the upper right corner a white triangle in an orange circle is displayed, and in the middle of the triangle there is an orange exclamation mark. The whole is accompanied by a comment in the form: **Result not accepted by the Supervisor.**

Acceptance of work by the Supervisor is the final activity of the process of anti-plagiarism checking in the JSA system and afterwards there are no possibilities to undo/change any options and results of analysis.

Acceptance of the work means that in the general report in the upper right corner a checkbox is displayed in a green circle. Next to it is a comment in the form of **Result accepted by the Supervisor.**

2.6. In every situation, the Supervisor ultimately decides whether to admit the work to the defense. Before that, however, she/he accepts the audit report in JSA.

3. If it is necessary to improve the work, the student introduces the necessary corrections in the text of the work, uploads the work to the APD system and, after obtaining the Supervisor's approval, the work is sent again for analysis.

4. In the case of admission to the defense of work for which similarity coefficients have exceeded the levels indicated in point 2.4 of *Procedures for sending the diploma thesis for examination in the JSA system and acceptance of the test report*, the Supervisor accepts the report from the JSA system.

5.1. In the APD system, in the Diploma Thesis Evaluation tab (in the section: Characteristics of the selection of the use of sources), the Supervisor and the Reviewer of the diploma thesis refer to the report of similarity of the work, except that for the Supervisor it is obligatory, and for the Reviewer it is optional (point 1.15. *Procedures for remote defense of the diploma thesis*).

5.2. The opinion referred to in point 5.1. is a component of the final assessment of the diploma thesis.

6.1. Immediately after passing the diploma exam (positive defense of the diploma thesis), the administrator of the APD system submits an electronic version of the diploma thesis from the university repository of diploma theses to the National Repository of Written Diploma Theses (ORPPD) in accordance with the provisions of the applicable Act regulating the functioning of the higher education system.

Appendix 3.
to the Remote Thesis Defense Procedure

Declaration of readiness to defend the diploma thesis

.....
(name, surname of the Student)

Krakow, on

.....
(album number)

.....
(degree program)

.....
(form and mode of study)

.....
(contact tel.)

Director of the Institute

.....

I hereby declare that all stages of education were completed and the thesis entitled

.....

.....

was accepted on by.....

(title, first name, surname of the Supervisor)

I kindly ask you to allow me to take the remote diploma exam and appoint a reviewer.

I acknowledge that my diploma thesis on the basis of applicable regulations has been verified for plagiarism in the Uniform Anti-plagiarism System (JSA), and after a positive result of the diploma exam it will be added to the National Repository of Written Diploma Theses (ORPPD) in the Integrated Information System on Higher Education and Science POL-on maintained by the Minister of Education and Science, with the reservation that in the repository are not placed works containing information protected under the provisions on the protection of classified information.

.....

(Student's signature)

Attachments:

- a. Supplementary information to the Diploma Supplement
- b. Statement regarding the processing of personal data of the Graduate
- c. Information for Graduates on the processing of personal data
- d. Application for a copy of a diploma/supplement in a foreign language (optional)

Response to the Declaration of readiness to defend the diploma thesis:

I confirm conclusion of all stages of education and fulfillment of the conditions for admission to the diploma examination.

As the reviewer of the diploma thesis I appoint:

.....

.....
(signature of the Director of the Institute)

Appendix 3a.

to the Declaration of readiness to defend the diploma thesis

Supplementary information to the Diploma Supplement

.....
(name, surname of the Student)

Krakow, on

.....
(album number)

.....
(degree program)

.....
(form and mode of study)

.....
(contact tel.)

Traineeship completed during studies (name of institution, duration):

.....
.....

Participation in Scientific Clubs (*):

.....
.....

Prizes received (*):

.....
.....

Scholarships for outstanding achievements in science (*) and sport(*):

.....
.....

Scholarship Trip, e.g. ERASMUS (name of the program, name of the University, semester of the trip)

.....
.....

Participation in ACCA² track (*): YES NO

.....
(Student's signature)

(* If activities are given in the statement, it is necessary to attach relevant documents (e.g. certificate, photocopy of the certificate) confirming the indicated information.

²Select the appropriate option.

Appendix 3b.

to the Declaration of readiness to defend the diploma thesis

Statement regarding the processing of personal data of the Graduate

Name and Surname	
Correspondence address *	
E-mail	
Phone number	
Institute	
Degree program	

* - mandatory data

Pursuant to Article 6(1)(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR) of 27 April 2016 (OJ. UE L 2016, No. 119):

YES NO

I agree to the processing of my personal data in the field of contact telephone number, institute and field of study by the Krakow University of Economics in **order to monitor the professional careers of KUE graduates enabling the KUE to adapt the study program to the needs of the labor market.**

YES NO

I agree to the processing of my personal data in the form of an e-mail address and contact telephone number **for the purpose of sending by the Krakow University of Economics information about events (conferences, sessions, debates, congresses, job fairs, etc.) organized by the KUE.**

.....

(date and signature of the Graduate)

Appendix 3c.

to the Declaration of readiness to defend the diploma thesis

Information for Graduates on the processing of personal data

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) of 27 April 2016. UE L 2016, No. 119, hereinafter referred to as GDPR), we would like to inform you that:

1. The administrator of your personal data is the Krakow University of Economics (Uniwersytet Ekonomiczny w Krakowie, UEK) with its registered office in Krakow, Rakowicka 27, 31-510 Krakow (hereinafter: "administrator");
2. Contact details of the Data Protection Officer: iod@uek.krakow.pl.
3. Your personal data on the basis and to the extent indicated in art. 352 par. 15 of the Act of 20 July 2018. Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, later as amended), i.e. name and surname, correspondence address and e-mail address will be processed in order to monitor the professional careers of KUE graduates enabling the KUE to adapt the study program to the needs of the labor market. After your consent, other personal data provided in the statement regarding the processing of the Graduate's personal data will be processed for the same purpose, and this is the contact telephone number, institute and field of study.
4. After your consent, personal data will also be processed for the purpose of sending information about events (conferences, sessions, debates, congresses, job fairs, etc.) organized by the Krakow University of Economics. The basis for processing is your consent (Article 6(1)(a) of the GDPR).
5. Your personal data may be made available to appropriate recipients, in particular external entities providing IT or legal services to the administrator or institutions authorized to control the administrator's activities and entities authorized to access data on the basis of legal provisions.
 - Your personal data will be processed for a period not longer than 10 years from the date of graduation from the date of your studies or until you withdraw your consent.
 - Your consent to the processing of personal data is always voluntary.
 - You have the right to request from the administrator access to your personal data, rectification, deletion or limitation of processing, as well as the right to object to the processing and the right to transfer data - in the cases and on the terms specified in the provisions of the GDPR;
 - To the extent that the basis for the processing of your personal data is consent, you have the right to withdraw it at any time. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.
 - You have the right to lodge a complaint with the supervisory body – the President of the Office for Personal Data Protection, if you believe that the processing of personal data concerning you violates the provisions of the GDPR.
 - Your personal data will not be subject to automated decision-making or profiling.
 - The administrator will not transfer your data to third countries.

I have read the above information:

.....
(date and signature of the Graduate)

Appendix 3d.

to the Declaration of readiness to defend the diploma thesis

Application for a copy of a diploma/supplement in a foreign language

.....
(name, surname of the Student)

Krakow, on

.....
(album number)

.....
(degree program)

.....
(form and mode of study)

.....
(contact tel.)

.....
(mailing address)

Director of the Institute

.....

I kindly ask you to issue a copy of the diploma of completion of long-cycle / master's /
bachelor's studies³ in the language⁴
and a supplement in the language.....⁵

I have passed the diploma exam⁶ on on the degree
program

.....
(Student's signature)

³ Delete where not applicable.

⁴ Copy of the diploma in English, French, German, Russian or another foreign language in which the degree program was provided.

⁵ Copy of the Diploma Supplement in English or in another foreign language in which the degree program was provided.

⁶ To be completed if you apply after the deadline for the defense.

Appendix 6.
to the Remote Thesis Defense Procedure

Krakow,

Krakow University of Economics
.....

ARCHIVED IN APD KUE
(archiving confirmation)

(Institute)

Diploma thesis card⁷

Names:

Surname:

PESEL (national ID):

Album number:

Degree program:

Diploma code:

Description of the diploma:

Thesis Supervisor:

Title of thesis:

Title of the thesis in English:

Keywords:

Thesis number:

Brief summary:

Is the subject of the work covered by legally protected secrecy:

Does the work contain information protected under classified information protection laws:

Date of submission:

Reviews filed and archived in APD:

Supervisor:

Reviewer:

⁷ Thesis card – the student downloads and prints from the APD system.

Appendix 7.
to the Remote Thesis Defense Procedure

SHARING STATEMENT⁸

.....
(name, surname of the Student)
.....
(album number)
.....
(degree program)
.....
(name of the
Institute)
Krakow University of Economics

1. I declare that I have read the procedures of anti-plagiarism verification and archiving of diploma theses in force at the University of Economics in Krakow (University).
2. I declare that the diploma thesis titled, entered by me into the Archive of Diploma Theses (APD) of the University Study Service System (USOS):
is my authorship / co-authorship in part * and does not infringe the copyrights of third parties, other rights or personal rights protected by law,
does not contain data/information obtained in a legally prohibited manner,
is related to my education at the University,
has not previously been the basis for any other procedure related to the award of professional titles, degrees or academic titles,
is the final version presented for defense at the University.
3. I declare that I have been informed that my diploma thesis together with its descriptive metadata containing my personal data will be stored / archived in the electronic database of written diploma theses of the University (Archive of Diploma Theses) for a period of 50 years.
4. I agree to store/archive and make available the diploma thesis to the extent necessary to protect my right to authorship or the rights of third parties and to use the diploma thesis to carry out anti-plagiarism verification of other works/documents, as part of the anti-plagiarism system used at the University, as well as to use it for operational and statistical purposes related to running this system.⁹
5. Consents are granted free of charge, for an indefinite period of time and remain in force also in the event of transferring all or part of the electronic database of written diploma theses and doctoral dissertations of the University to another database or system, used by the University for anti-plagiarism verification or archiving.
6. *At the same time, I acknowledge that if it is found that in the diploma thesis constituting the basis for granting the professional title, an act consisting in attributing authorship to a significant fragment or other elements of someone else's work or scientific determination was committed, the Rector of the University will declare the diploma invalid (Article 77 paragraph 5 of the Act of 20 July 2018, Law on Higher Education and Science).*
7. I agree/do not agree* to share my work on the Internet.

.....
(Author's signature)

* delete where not applicable;

The diploma thesis is stored in an electronic version in the University's APD system under the number

⁸ Student downloads and prints from APD system.

⁹ In the case of diploma theses covered by the confidentiality clause, the above consent is limited only to the permission to store and archive the diploma thesis in the University's anti-plagiarism system and use for operational and statistical purposes.

Appendix 8.
to the Remote Thesis Defense Procedure

Application for conducting a remote diploma exam from the University facilities

.....
(name, surname of the Student)

Krakow, on

.....
(album number)

.....
(degree program)

.....
(form and mode of study)

.....
(contact tel.)

Director of the Institute

.....

Due to the fact that I do not have the appropriate computer equipment and / or a stable Internet connection, I ask for the opportunity to take the diploma exam from the university in a specially adapted room.

.....
(Student's signature)

Appendix 9.
to the Remote Thesis Defense Procedure

Krakow University of Economics
Institute.....

Krakow, on

**DIPLOMA
EXAMINATION
PROTOCOL**
on

Mr./Mrs./Ms.

.....
(name, surname of the Student)

(barcode)

Program....., studies

.....

(name of degree program) (form of study and mode of study

studies)

Specialty:.....

Studied in years:

Submitted a thesis entitled:

.....

Examination..... was appointed on before the Examination Board
composed by:

Chairman:.....

Supervisor:.....

Reviewer:.....

Questions asked

Grades

.....

.....

.....

.....

.....

.....

The Commission has concluded that Mr./Mrs./Ms. passed the exam
with the result:

Taking into account:

average grade from studies

* 0.60 =

evaluation from work

* 0.20 =

exam grade

* 0.20 =

Result of studies:

decided to give the title

Result of studies (to be entered on the diploma):

.....

Signatures of Members of the Commission

Signature of the Chairman of

the Commission

Electronically approved.....

electronically approved

.....

(date and time)

(date and time)

.....

(name, surname of the Supervisor)

.....

(name, surname of the Commission President)

electronically approved

(date and time)

.....

(name, surname of the Reviewer)

Document drawn up on through:.....

Document drawn up on through:.....