

THESIS DEFENSE PROCEDURE¹

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

1.1. 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.

If the work is not available in the APD system, please contact the Employee of the Unit serving Students who administers the degree program.

To log in to the APD system:

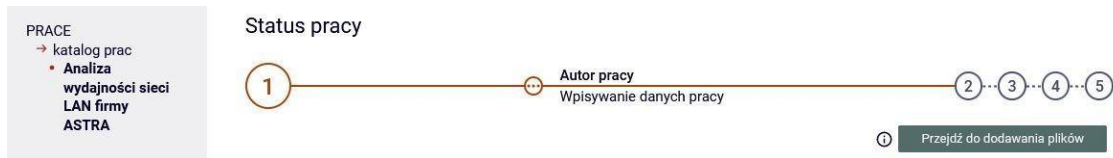
- *in the web browser, enter the website address (<https://apd.uek.krakow.pl/>), and then select the link "log in" (upper right corner of the screen),*
- *the login form to the Central Authentication System KUE (CAS) will appear, where the ID and password must be entered.*

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

The screenshot displays the 'Archiwum Prac Dyplomowych' (APD) system interface. The main navigation bar includes 'INFORMACJE', 'KATALOG', and 'MOJE PRACE'. The 'MOJE PRACE' section is active, showing 'Moje prace i zadania'. A message box states: '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.' Below this, there is a button 'Moja strona w katalogu'. Two main sections are visible: 'Prace dyplomowe' and 'Zadania'. Under 'Prace dyplomowe', there is a card for 'Autor' with the task 'Analiza wydajności sieci LAN firmy ASTRA' and a 'Pokaż wszystkie' link. Under 'Zadania', there is a card for 'Uzupełnij informacje' with the task 'Analiza wydajności sieci LAN firmy ASTRA' and a 'Pokaż wszystkie' link.

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).

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.

1.2. 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

Zapisz dane pracy

Język pracy:	polski [PL]  
Tytuł:	<p> Analiza wydajności sieci LAN firmy ASTRA</p> <p> Analysis of LAN performance at ASTRA</p> <p>Limit 1000, wprowadzono 36 znaków</p>
Autor:	<p>Dominik Kuc </p> <p>Inżynier na programie APOLLO-WT-ZI-S1</p> <p>Data egzaminu dyplomowego: brak</p>
Jednostka organizacyjna:	Instytut 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:	<p> Praca poświęcona jest analizie wydajności sieci lokalnej LAN w firmie ASTRA.</p> <p>Limit 4000, wprowadzono 77 znaków</p> <p> The master thesis is devoted to the analysis of LAN performance...</p> <p>Limit 4000, wprowadzono 66 znaków</p>
Słowa kluczowe:	<p> LAN, sieć lokalna, wydajność, transfer danych...</p> <p>Limit 1000, wprowadzono 48 znaków</p> <p> LAN, network, performance, data transfer...]</p> <p>Limit 1000, wprowadzono 43 znaków</p>
Status pracy:	 Wprowadzenie przez autora danych o pracy
Status archiwizacji:	 Do archiwizacji

Zapisz dane pracy

1.3. 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

1.4. 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-weight: bold;">Nie zlecono jeszcze żadnego badania</p> <p style="text-align: right;">Zleć badanie</p>

1.5. After the JSA system completes the examination, the work study report is available in the APD system. **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	
1	<p>↓ APOLLO-WT-ZI-S1-INZ-206351.pdf</p> <p>Badanie ukończone zlecone 2021-01-25 przez Bartłomiej Biga zaktualizowane 2021-01-25</p> <p>Raport ogólny [pobierz] rozmiar: 211,0 KB otrzymano 2021-01-25</p> <p>Raport szczegółowy [pobierz] rozmiar: 1,6 MB otrzymano 2021-01-25</p> <p>Aktualizuj dane pracy w raportach ⓘ</p> <p>Aktualizuj status badania i raporty Zaakceptuj wynik badania</p>

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 1.3.

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).

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

1.7. **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.

1.8. **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 audit 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).

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

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

Analiza wydajności sieci LAN firmy ASTRA

Praca inżynierska

← wróć do poprzedniej strony

Status pracy

1

✓
Autor pracy
 Wpisywanie danych pracy

2

3

4

5

Informacje o pracy

Pliki

Antyplagiat

Recenzje

ORPPD

Informacje o pracy

Język pracy:	polski [PL]
Tytuł:	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">🇵🇱</div> <div>Analiza wydajności sieci LAN firmy ASTRA</div> </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">🇬🇧</div> <div>Analysis of LAN performan</div> </div>
Autor:	Dominik Kuc Inżynier na programie APOLLO-WT-ZI-S1 Data egzaminu dyplomowego: brak

2. 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** 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. 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.

2.3. On the date of the exam (date, time), the Student or a group of Students and all Members of the Diploma Examination Board should be present five minutes before the scheduled date of its commencement in a room designated by the Employee of the Unit serving Students.

2.4. 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 a written, graphic form or presentation of photos and drawings, then before the diploma exam he should inform the Employee of the Student Service Unit about preparing in the room the defense of an additional computer with connection to a multimedia projector, flipchart or other equipment.

2.5. 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.

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

2.7. 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).

List of attachments to the *Thesis Defense Procedure*:

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

Appendix 6. Diploma thesis card – completed by the Student

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

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 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.

