***Appendix 3.***

*to the Procedure for the Defense of the Diploma Thesis*

**Declaration on readiness to defend the diploma thesis**

Kraków, on …………………………. *(date)*

……………………………………………………………

Student’s name and surname

…………………

No. of Student album/register

…………………………………………………………………………………….………

Field of study/study major

…………………………………………………………………………………………….

Form and mode of studies

…………………………………………………………………………………………….

Contact phone number

Director of Institute ……………….

………………………………….

I hereby declare that all stages of the educational program have been completed, and that the diploma thesis titled …………………………………...………………………….……………… was received on ……...…...…… (date) by …………........…………………….….…………………

(title, name and surname of thesis Supervisor)

I kindly ask for admission to the diploma examination, and for the appointment of a Reviewer.

I acknowledge that, based on the applicable regulations, my diploma thesis will be verified for plagiarism in the Uniform Anti-Plagiarism System, and subject to the positive result of the diploma exam it will be added to the National Repository of Written Diploma Theses in the Integrated Information System on Higher Education and Science (POL-on) maintained by the Minister of Science and Higher Education, with the proviso that the repository does not store the works that may contain any information falling under the provisions on the protection of classified information. ………………………..

(signature of the Student)

**Attachments:**

a. Additional information for the supplement to the diploma

b. Declaration on the processing of the student’s personal data

c. Information for the graduates on personal data processing

d. Application for issuing the official copy of the diploma/supplement in English (optional)

**Response to the Declaration on readiness to defend the diploma thesis:**

I confirm the completion by the Student of all stages of the educational program and meeting the requirements of admittance to the diploma exam.

I designate the following Reviewer of the diploma thesis:

…………………………………………………………….………………………………………

………..…………………

(signature of the Director of Institute)

***Appendix 3a.***

*to the Declaration on readiness to defend the diploma thesis*

**Additional information for the supplement to the diploma**

Kraków, on….…………… (*date*)

……………………………..........

(Name and surname of the Student)

……………………………..........

(No. of Student album)

……………………………..........

(Study major)

……………………………..........

(Form and mode of studies)

……………………………..........

(Contact phone number)

Student placements/experience during the course of studies (name of organisation, placement duration):

.....................................................................................................................................................

Participation in Student Scientific Clubs (\*):

.....................................................................................................................................................

Awards granted (\*):

.....................................................................................................................................................

Scholarships granted for outstanding learning outcomes (\*) and accomplishments in the sports field (\*):

.....................................................................................................................................................

Study placements abroad, e.g. with ERASMUS (name of the program, name of the host University, in which semester the placement abroad took place):

…………………………………………………………………………………………………

Participation in the ACCA Route1 (\*): □ YES □ NO

Student’s Signature: ...............................................

**1 – check the appropriate option**

**\* If activities are quoted in the statement, it is essential to attach relevant documents**

**(e.g. certificates, photocopies of the records) confirming the indicated information**

***Appendix 3b.***

*to the Declaration on readiness to defend the diploma thesis*

**Declaration on the processing of the Graduate’s personal data**

|  |  |
| --- | --- |
| **Name and surname \*** |  |
| **Address for correspondence \*** |  |
| **E-mail address \*** |  |
| **Telephone number** |  |
| **Institute** |  |
| **Study major** |  |

*\* - 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 individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on data protection – hereinafter GDPR) of 27 April 2016 (Journal of Laws EU L 2016, No. 119):*

*YES NO*

I consent to the processing of my personal data regarding my telephone number, faculty/department and study major by the Krakow University of Economics **with the view to monitoring the careers of KUE graduates, thus enabling the KUE to adapt its study program and curricula to the needs of the labour market**.

*YES NO*

I consent to the processing of my personal data, specifically my e-mail address and telephone number, **for the purpose of Krakow University of Economics sending me information about events (conferences, sessions, symposia, congresses, job fairs, etc.) organised by the KUE**.

*…………………………………………*

*(date and signature of the graduate)*

***Appendix 3c.***

*to the Declaration on readiness to defend the diploma thesis*

**Information for the graduates on personal data processing**

Pursuant to Article 6 (1) (a) of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Regulation on data protection – hereinafter GDPR) of 27 April 2016 (Journal of Laws EU L 2016, No. 119), we would like to inform you that:

1. The administrator of your personal data is the Krakow University of Economics (KUE) with headquarters in Kraków, at Rakowicka 27, 31-510 Kraków (hereinafter: the “Administrator”);
2. Contact details to the Data Protection Officer are: iod@uek.krakow.pl.
3. Based on and to the extent indicated in art. 352 paragraph 15 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws 2018.1668), Your personal data i.e. name and surname, address for correspondence and e-mail address will be processed with the view to monitoring the professional careers of KUE graduates, thus enabling the KUE to adapt its study programs and curricula to the needs of the labour market. Pursuant to and subject to your consent, other personal data provided in the statement regarding the processing of the graduate’s personal data shall be processed for the same purpose, including your contact telephone number, faculty and field of study (study major).
4. Pursuant to and subject to your consent, your personal data will also be processed for the purpose of KUE sending you information about events (conferences, sessions, symposia, congresses, job fairs, etc.) organized by the Krakow University of Economics. The basis for processing is your consent (article 6, section 1, point a) of the GDPR).
5. Your personal data may be shared with relevant recipients, in particular, external entities dealing with IT support or legal support for the administrator or with institutions authorized to control the administrator’s activities, and entities authorized to access data pursuant to relevant provisions of law.
6. Your personal data will be processed for a period of no more than 10 years from the date of your graduation or until your consent is withdrawn.
7. Your consent to the processing of personal data is always voluntary.
8. You have the right to request from the Administrator the access to your personal data, in order to rectify it, to delete it, or to limit its processing, as well as the right to object to the processing, and the right to transfer the data – in cases and on the terms specified in the provisions of the GDPR;
9. 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.
10. You have the right to lodge a complaint with the supervisory body – the President of the Personal Data Protection Office, should you conclude that the processing of your personal data infringes upon the provisions of the GDPR.
11. Your personal data will not be subject to the process of automated decision making or profiling.
12. The administrator will not transfer your data to recipients in third countries.

*I confirm to have read and agree to the information above:*

*….........................................................*

*(date and signature of the graduate)*

***Appendix 3d.***

*to the Declaration on readiness to defend the diploma thesis*

**Application for issuing the official copy of the diploma/supplement in English**

Kraków, …………………………. (date)

……………………………………………………………

Name and surname

…………………

No. of Student album:

……………………………………………………………

Field of study/study major

……………………………………………………………

Form and mode of studies, semester

…………………………………………………………………………………………….

Address for correspondence

**To the Director of Institute**

**…………………………………………**

I hereby kindly ask for the issue of a certified copy of the diploma of completion of uniform Master’s studies/Master’s/Bachelor’s studies[[1]](#footnote-1) and the supplement in the .………………...[[2]](#footnote-2) language.

I have taken the diploma exam on ………………………………….… (date) in the …………………………………………………. study major.[[3]](#footnote-3)



………………………..

(Student’s signature)

1. Delete as appropriate [↑](#footnote-ref-1)
2. Certified copy of the diploma in English, or in another foreign language in which the courses were taught in the study program. [↑](#footnote-ref-2)
3. To be filled in, if the application is filed after the date of defense. [↑](#footnote-ref-3)