

Ordinance No. 6/2025
of the Rector of Lodz University of Technology
of 11 March 2025.

on the Diploma Regulations and the Anti-Plagiarism Procedure for Diploma Theses at Lodz
University of Technology

Pursuant to Article 23(1) and (2)(2) and Article 76(4) of the Law of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended), § 14 (1) and (2) of the Statute Lodz University of Technology - Resolution No. 88/2019 of the Senate of Lodz University of Technology, dated July 10, 2019, and § 53 of the Study Regulations at Lodz University of Technology adopted by Resolution No. 20/2022 of the Senate of Lodz University of Technology, dated April 27, 2022, I order as follows:

§ 1

1. I set forth the Diploma Regulations at Lodz University of Technology, constituting Appendix No. 1 to this Ordinance.
2. I set forth the Anti-Plagiarism Procedure for Diploma Theses at Lodz University of Technology, which is attached as Appendix No. 2 to this Ordinance.
3. The provisions set forth Ordinance No. 75/2022 of the Rector of Lodz University of Technology dated December 12, 2022, on the Diploma Regulations and the Anti-Plagiarism Procedure for Diploma Theses at Lodz University of Technology shall apply to diploma theses accepted for completion by students before 1 May 2025.

§ 2

Ordinance No. 75/2022 of the Rector of Lodz University of Technology dated December 12, 2022 on the Diploma Regulations and the Anti-Plagiarism Procedure for Diploma Theses at Lodz University of Technology shall be repealed.

§ 3

The Ordinance enters into force on March 11, 2025 with effect from May 1, 2025, and applies to all diploma theses set and accepted for completion by students after this date.

DIPLOMA REGULATIONS AT LODZ UNIVERSITY OF TECHNOLOGY

§ 1

1. In terms of graduation, the following arrangements are in place:
 - 1) Study Regulations at Lodz University of Technology - adopted by Resolution No. 20/2022 of the Senate of Lodz University of Technology dated April 27, 2022.
 - 2) Ordinance No. 17/2020 of the Rector of Lodz University of Technology dated March 2, 2020 on the procedure for confidentiality status of diploma thesis at Lodz University of Technology;
 - 3) Act of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended);
 - 4) Ordinance of the Minister of Science and Higher Education of September 27, 2018, on studies (i.e. Journal of Laws of 2023, item 2787, as amended).

§ 2

1. These rules and regulations apply to all students and employees of Lodz University of Technology and other persons involved in the graduation process, which in particular specifies:
 - 1) The procedure for the appointment of the thesis supervisor and assistant supervisor;
 - 2) The procedure for determining the topic and scope of the diploma thesis;
 - 3) document templates submitted in the implementation of the graduation process and the diploma exam - specified in Appendices 1, 2, 3, 4, 5, 6, 7, 8, 9 to these Regulations;
 - 4) formal-editing requirements for writing the diploma thesis - specified in Appendix 10, and Appendix 11 to these Regulations.
2. Separate regulations apply for theses containing information subject to protection under the provisions on the protection of classified information.
3. For diploma theses covered by confidentiality, in addition to the provisions of these Regulations, the provisions of Ordinance No. 17/2020 of the Rector of Lodz University of Technology dated March 2, 2020 on the procedure for confidentiality status of diploma theses at Lodz University of Technology shall apply.

§ 3

1. The thesis supervisor is appointed and dismissed by the Vice-Dean for Education after consultation with the relevant Study Programme Board.
2. The thesis supervisor may apply to the Vice-Dean for Education for the appointment of an assistant supervisor, including a person who does not meet the requirements under § 46(2) and § 46(3) of the Study Regulations at Lodz University of Technology.
3. In the event of a prolonged absence of the thesis supervisor, affecting the timely submission of the thesis, the Dean of Education, upon the written request of the student, after consultation with the head of the unit in which the thesis is undertaken, shall appoint a person to temporarily assume the supervision of the thesis.
4. The thesis reviewer is appointed by the Dean of Student Affairs.

§ 4

1. The topic and scope of the diploma thesis should be in accordance with the learning outcomes specified for the field of study, level and profile of education, and approved by the relevant Study Programme Board and approved by the Vice-Dean for Education.
2. The topic of the diploma thesis should be determined prior to the commencement of the last semester specified in the study program (called the graduation semester).
3. In the case of pursuing a diploma thesis outside Lodz University of Technology, the topic of the diploma thesis may also be determined after the commencement of the last semester of the study program.
4. At the written request of the student or the thesis supervisor, the Vice-Dean for Education may agree to change the topic, scope or supervisor of the thesis.

§ 5

The graduation process at Lodz University of Technology is implemented using the University's information system (Candidate for a Degree/Supervisor/Reviewer Panel). This process shall be activated in the University's information system once the submission and approval of thesis topics, together with their selection by students, have been completed on the WIKAMP platform, in accordance with Appendix 1 to these Regulations.

§ 6

1. The diploma thesis is the student's most important work, completing the educational cycle for a given field, level and profile of study.
2. The thesis is conducted under the guidance of the thesis supervisor, through regular consultations and monitoring of the progress of the thesis. The supervisor carries out verification of the compliance of the work with the substantive and formal-editing requirements.
3. In the case of diploma theses carried out on the basis of a double diploma agreement, the diploma thesis is conducted under the guidance of two supervisors (one from Lodz University of Technology and one from the partner university), appointed according to the rules of the respective university. A supervisor from Lodz University of Technology conducts verification of the work's compliance with substantive and formal-editing requirements.
4. The substantive requirements for writing a diploma thesis for a given field of study, level and profile of education are specified by the relevant Study Programme Board in the syllabus for the thesis.
5. The formal and editorial requirements for writing the diploma thesis are specified in Appendix 10 and the title page template is provided in Appendix 11 to these Regulations.
6. The title of the diploma thesis must additionally be formulated in English, and in the case of a thesis prepared in a foreign language, the title of the thesis must additionally be formulated in Polish. In the document circulation, the title is always used in its original wording (i.e., in the language in which the work was written), and the translation is provided in parentheses.

§ 7

1. The student performs thesis-related activities in the University's information system (Candidate for a Degree Panel). A student gains access to the Panel after receiving a message at his/her e-mail address in the university's e-mail system that the Dean's Office has initiated the process of handling the diploma thesis in the computer system. The message sent to the student includes a link leading to the Candidate for a Degree Panel. Students can access the Panel directly, using the link they received by mail, or through the WebDziekanat module in the VirTUL portal. Access to the Candidate for a Degree Panel is protected by the Central Authentication System of Lodz University of Technology.

2. In the Candidate for a Degree Panel, the student uploads the electronic version of the diploma thesis for review and evaluation by the supervisor. The electronic version of the work may consist of several files, but the size of a single file must not exceed 20 MB, and the total size of the set of files must not exceed 700 MB. Subject to verification by the Uniform Anti-Plagiarism System (JSA), the electronic form of the written part of the thesis must be prepared in editable and uncompressed format, in *.pdf. A password must not be required to open a file, and copying text from a file must not be blocked. Files containing the basic content of the work, must be clearly distinguished by including in their name the phrase: "tresc_pracy" and must not exceed a total of 60 MB. In addition, the student prepares a set of keywords (maximum 5 words) and abstracts of the work in Polish and English (up to 2000 characters each, including white characters).
3. In the Candidate for a Degree Panel, the student reads and approves of the content of the statement specified in Appendix No. 1 to the Anti-plagiarism Procedure for Diploma Theses at Lodz University of Technology, constituting Appendix No. 2 to this Ordinance.

§ 8

1. The Supervisor performs activities related to the diploma thesis in the University's information system (Supervisor Panel). The supervisor may access this application directly via a link sent to the supervisor's e-mail address in the university's e-mail system together with the message about the initiation of the process of handling a given diploma thesis or via the VirTUL portal - module WIKAMP/University Information/Employee Area/Staff Portal Services. Access to the Supervisor Panel is protected by the Central Authentication System of Lodz University of Technology.
2. The Supervisor shall verify the originality of the diploma thesis in accordance with the scope of activities specified in the Anti-Plagiarism Procedure for Diploma Theses at Lodz University of Technology provided in Appendix No. 2 to this Ordinance.
3. The supervisor prepares an opinion on the diploma thesis in the University's information system (Supervisor Panel) in the form specified in Appendix No. 2 to these Regulations.
4. The supervisor in the University's information system (Supervisor Panel) confirms the practical nature of the work carried out in cooperation with or on behalf of external entities (cooperation with industry) and/or its research nature.
5. In the case of a positive assessment of the originality of the diploma thesis in the JSA system and a positive opinion of the thesis, the supervisor records a "pass" entry (credit) for the thesis in the University's information system.

§ 9

1. The student, within 21 days of meeting the condition of obtaining all credits and the number of ECTS credits resulting from the study program, shall submit to the Vice-Dean for Student Affairs the "Application for admission to the diploma examination" printed from the University's computer system (Candidate for a Degree Panel), using the template provided in Appendix No. 4 to these Regulations. The student attaches the thesis printed from the University's information system (Candidate for a Degree Panel) to the application. The reviewer prepares a "Thesis Review" in the University's computer system (Reviewer Panel) using the template provided in Appendix No. 3 to these Regulations.
2. In the case of recognition of the diploma exam under the terms of the double diploma agreement, the student shall submit to the Vice-Dean for Student Affairs a "Request for Recognition of Diploma Examination" printed from the University's computer system (Candidate for a Degree Panel), using the template provided in Appendix 5 to these Regulations. The student attaches the thesis printed from the University's information system (Candidate for a Degree Panel) to the application. The Dean for Student Affairs recognizes the opinion of the supervisor from the partner university as a review.

§ 10

1. The Dean's Office or the Student Office at the International Faculty of Engineering (for IFE students) prints the opinion and review of the diploma thesis (or reviews, in the case of the first negative one) and the protocol of the diploma exam from the University's information system (ZSID) using the template provided in Appendix 6 or Appendix 7 (for students pursuing studies according to study programs in force before the 2019/2020 academic year) to these Regulations. Before the diploma exam, the supervisor and the reviewer(s) (in the case of the first negative review) of the thesis shall authenticate the printed opinion and review(s) with their signature.
2. In the case of recognition of the diploma exam under the terms of the double diploma agreement, the Dean's Office or the Student Office at the International Faculty of Engineering (for IFE students) prints the opinion of the supervisor and the protocol of recognition of the diploma exam from the information system (ZSID) using the template provided in Appendix No. 8 or Appendix No. 9 (for students pursuing studies according to the study programs in force before the 2019/2020 academic year). During the recognition of the diploma exam, the thesis supervisor, authenticates the printed opinion with their signature. Also attached to the documentation is the opinion of the supervisor from the partner university, which should be authenticated by the signature of the Vice-Dean for Student Affairs.

§ 11

In matters not regulated by the regulations set forth in § 1, decisions related to the graduation process arising from the specifics of the field of study shall be made by the Vice-Dean for Education in consultation with the Vice-Dean for Student Affairs.



Politechnika Łódzka

Logo/Faculty
Name

Diploma thesis topic application
Engineering(B.Sc.)/Bachelor (B.A.)/Master¹⁾
☐ individual ☐ team²⁾

Student's Name: Register number

Field of study:

Specialty³⁾:

Diploma thesis topic number:

The language in which the paper will be written:

Topic of the thesis in Polish:

.....

Topic of the thesis in English:

.....

Topic of the thesis in the language in which the work will be written⁴⁾:

.....

Thesis Supervisor/Unit Symbol:

Assistant supervisor:

Names, surnames and register numbers of co-authors (team work):

.....Register number

.....Register number

Scope of the diploma thesis (max. 400 characters):

.....

.....

.....

Additional information³⁾:

.....

.....

I accept to supervise

I accept for implementation

.....

(Date and signature of Supervisor)

.....

(Date and signature of Student)

1) delete as appropriate

2) mark appropriate as "X"

3) optionally

4) if it is other than one of the above

**Opinion on the diploma thesis**
Engineering(B.Sc.)/Bachelor (B.A.)/Master¹⁾

Author of the thesis: Register number

Thesis topic:
.....

Supervisor:

Assistant supervisor:

Assessment criteria		Level	Mark "X"
1.	Ability to formulate and solve research/project problems:		
	The student could not formulate a problem and propose an appropriate solution in the thesis.	2	
	The student has not fully independently formulated the problem, the solution proposed in the thesis is correct.	3	
	The student independently formulated the problem, the proposed solution is adequate.	4	
	The student independently formulated the problem, the proposed solution is well thought out and in-depth, taking into account the latest knowledge.	5	
2.	Use of the latest literature in a particular field of work or study, or publicly available sources:		
	The student did not identify or use recent literature or publicly available resources, or they were irrelevant.	2	
	The student did not fully independently identify the latest literature in the field of work or science, did not make full use of it.	3	
	The student independently identified the latest literature in a particular field of work or study and applied it. Some examples of application can be found in the thesis.	4	
	The student independently identified the latest literature in a particular field of work or study and applied it. The level is unique, for example, very extensive, novel or other non-standard techniques were used.	5	
3.	The student's commitment, the dynamics of the progress of the work, the independence of the work:		
	The student was not able to independently complete the tasks set in the thesis.	2	
	The student was able to independently perform simple tasks with slight assistance from the supervisor. The student was involved in the process of completing the thesis.	3	
	The student was able to work independently, the work was done carefully and diligently. The student was involved in the process of completing the thesis.	4	
	The student was able to work independently, the work was done carefully and diligently. The student was very involved in the process of completing the thesis. The	5	

The proposed grade for the thesis ²⁾:

Date:

.....
(Supervisor's signature)

Statement on the originality of the diploma thesis

I declare that I have read the report generated by the Uniform Anti-Plagiarism System for the thesis and state the following:

- ☐ The work **does not contain** unauthorized borrowings and meets the conditions for admission to the diploma exam,
- ☐ borrowings detected in the work are legitimate and do not bear the signs of plagiarism, I consider the work as original³⁾
- ☐ the borrowings and manipulations on the thesis text detected in the thesis are unauthorized and bear the signs of plagiarism, therefore I do not consider the thesis as submitted and do not admit the thesis to the diploma examination and I refer the notice to the Vice-Dean for Student Affairs for consideration of the case taking into account Article 312 (3) of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended).³⁾

Justification:

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

Date:

.....
(Supervisor's signature)

1) delete as appropriate

2) the result shall be given on the scale specified in § 18, (1) of the Study Regulations at Lodz University of Technology: five - 5.0; four and a half - 4.5; four - 4.0; three and a half - 3.5; three - 3.0; two - 2.0

3) obligation to fill in the field "Justification"



Politechnika Łódzka

Logo/Faculty
Name

Diploma Thesis Review

Engineering(B.Sc.)/Bachelor (B.A.)/Master¹⁾

Author of the thesis: Register number

Thesis topic:
.....

Supervisor:

Assistant supervisor:

Reviewer:

Assessment criteria:		Level	Mark "X"
1.	Compliance of the content of the thesis with the topic specified in the title:		
	The content of the work does not correspond to the topic specified in the title.	2	
	The content of the work corresponds little to the topic stated in the title.	3	
	The content of the work partially corresponds to the topic stated in the title.	4	
	The content of the work fully corresponds to the topic specified in the title.	5	
2.	Assessment of the formal side of the work (formal structure, layout of the work, clarity, editorial care, correctness of language, use of illustrative material):		
	Formal structure incorrect, unclear wording, numerous editorial and linguistic errors, lack of use of illustrative material, layout of the work inappropriate.	2	
	Formal structure correct, wording clear, numerous editorial and linguistic errors, little use of illustrative material, layout of the work correct.	3	
	Formal structure correct, wording clear, few editorial and linguistic errors, good use of illustrative material, layout of the work correct.	4	
	Formal structure correct, wording clear, editorial and linguistic side correct, very good use of illustrative material, layout of the work correct.	5	
3.	Assessment of the substantive side of the work (identification of the problem, formulation of the purpose and scope, selection and use of tools, solution of the research/engineering/project/organizational task ¹⁾):		
	Problem identified incorrectly, no formulated purpose of the work, no stated scope of work, tools selected incorrectly, no clearly formulated solution to the task.	2	
	The problem identified correctly, the purpose and scope formulated sufficiently, the tools selected correctly, the solutions to the task were not formulated clearly and lucidly.	3	
	The problem identified correctly, the goal and scope formulated correctly, the tools selected well, the solutions to the task were formulated satisfactorily.	4	
	Problem identified correctly, goal and scope formulated clearly and lucidly, tools selected correctly, solutions to the task formulated correctly.	5	
4.	Relevance and coherence of the conclusions (critical analysis of the results achieved in relation to the state of the art):		

.....

.....

.....

.....

.....

.....

.....

The proposed grade for the thesis ²⁾:

Date:.....

.....
(Reviewer's signature)

- 1) delete as appropriate
- 2) the result shall be given on the scale specified in § 18, (1) of the Study Regulations at Lodz University of Technology: five - 5.0; four and a half - 4.5; four - 4.0; three and a half - 3.5; three - 3.0; two - 2.0

Surname:		Name:	
Register no:		Date*:	
Field of study:		Specialty*:	
Year:	Semester:	Level of study:	Form of study: full-time/part-time
Mailing address:			
Street:		Zip code:	Locality:
Municipality:		Voivodship:	
Phone*:		Email address*:	

* information entered by Student

Vice-Dean for Student Affairs
Faculty

APPLICATION FOR ADMISSION TO THE DIPLOMA EXAM

I kindly ask for admission to the diploma examination.

Thesis entitled "....." (in English: ".....")

I have completed under the supervision of

I request a graduation diploma with a supplement - set A/B1¹⁾

I request/do not request¹⁾ an additional copy of my diploma/supplement:

Date:

.....
(Student's signature)

DECISION TO APPOINT A REVIEWER

I appoint as Reviewer of the thesis

Date:

.....
(Signature of the Vice-Dean for Student Affairs)

DECISION ON SETTING THE DATE AND APPOINTMENT OF THE DIPLOMA EXAMINATION COMMITTEE

In connection with the fulfillment of the conditions specified in the Study Regulations of Lodz University of Technology, I admit

Mr./Ms.

to the diploma examination.

I set the date of the diploma examination for:

I appoint the Diploma Examination Committee for the Student consisting of:

Chair of the Committee

Thesis Supervisor

Thesis assistant supervisor

Reviewer

Member of the Committee

Member of the Committee

Date:

.....
(Signature of the Vice-Dean for Student Affairs)

1) delete as appropriate

Surname:		Name:	
Register no:		Date*:	
Field of study:		Specialty*:	
Year:	Semester:	Level of study:	Form of study: full-time/part-time

Mailing address:

Street:	Zip code:	Locality:
Municipality:	Voivodship:	
Phone*:	Email address*:	

* information entered by Student

Vice-Dean for Student Affairs
Faculty

APPLICATION FOR RECOGNITION OF A DIPLOMA EXAM

I kindly ask for recognition of the diploma examination conducted on

in
(name of university).

The thesis entitled. "....." (in English: ".....")
was prepared under the supervision of

I request a graduation diploma with a supplement - set A/B1¹⁾

I request/do not request¹⁾ an additional copy of my diploma/supplement:

Date:

.....
(Student's signature)

DECISION TO SET A DATE AND APPOINT A COMMITTEE TO RECOGNIZE THE DIPLOMA EXAMINATION

In connection with the fulfillment of the conditions specified in the Study Regulations of Lodz University of Technology, I set the date for the recognition of the diploma exam for:

I appoint the Committee for Recognition of the Diploma Examination for the student in the following composition:

Chair of the Committee	
Thesis Supervisor	
Thesis assistant supervisor	
Member of the Committee	
Member of the Committee	

Date:

.....
(Signature of the Vice-Dean for Student Affairs)

1) delete as appropriate



Politechnika Łódzka

Logo/Faculty
Name

PROTOCOL THE DIPLOMA EXAMINATION

date

Mr./Ms.

Register number

Level of study

Study profile

Mode of study

Field of study

Specialty

appeared/did not appear¹⁾ for the diploma examination on, following the Dean's decision of The student declared that they **are/ are not taking¹⁾** the diploma examination.

The diploma examination was held before the Diploma Examination Committee composed of:

Chair of the Committee

Thesis Supervisor

Thesis assistant supervisor

Reviewer

Member of the Committee

Member of the Committee

Thesis topic:

.....

.....

Thesis assessment:

Thesis grade from the Supervisor	
Thesis grade from the Reviewer	
Thesis grade from the additional Reviewer ²⁾	
Final assessment of the diploma thesis determined by the Committee³⁾	

Grading of the diploma exam:

Committee's questions about the thesis	Grade ³⁾
.....	
.....	
.....	
.....	
.....	

Assessment of the presentation of the results of the thesis, including: content, form of communication	
Assessment of answers to the Committee's questions	
Grade for the diploma examination determined by the Committee³⁾	

Comments on the conduct of the diploma exam:

.....

.....

.....

The Committee, based on the course of the diploma exam, has determined that the Student obtained a **pass/fail**¹⁾ on the diploma exam.

Determining the outcome of the studies:

Cumulative GPA ⁴⁾		x 0,6 =	
Grade for the competence examination		x 0,2 =	
Grade for the diploma thesis		x 0,1 =	
Grade for the diploma examination		x 0,1 =	
The final result of the studies (total)			

Taking into account the course of study, the assessment of the thesis and the grade from the diploma exam, the Committee concluded that:

Mr./Ms.

obtained a professional title

in the field of study

obtaining the final result of studies (in words⁵⁾).....

Signatures of Committee Members

Signature of the Chair of the Committee

.....

.....

.....

.....

Lodz, on

1) delete as appropriate

2) applies to the second review in the event of a negative assessment by the first Reviewer

3) the result shall be given on the scale specified in § 18, (1) of the Study Regulations at Lodz University of Technology: five - 5.0; four and a half - 4.5; four - 4.0; three and a half - 3.5; three - 3.0; two - 2.0

4) weighted average of grades calculated in accordance with § 18 (7) of the Study Regulations at Lodz University of Technology.

5) the result of the studies shall be given in words in accordance with § 50 (12) of the Study Regulations at Lodz University of Technology: 4.85 and above excellent; 4.55 - 4.84 very good; 4.20 - 4.54 above good; 3.80 - 4.19 good; 3.40 - 3.79 fairly good; up to 3.39 satisfactory



Politechnika Łódzka

Logo/Faculty
Name

PROTOCOL THE DIPLOMA EXAMINATION

date

Mr./Ms.
 Register number
 Level of study
 Study profile
 Mode of study
 Field of study
 Specialty

appeared/did not appear¹⁾ for the diploma examination on, following the Dean's decision of The student declared that they **are/ are not taking¹⁾** the diploma examination.

The diploma examination was held before a Diploma Examination Committee composed of:

Chair of the Committee
 Thesis Supervisor
 Reviewer

Course of the diploma examination

Part I. Defense of the diploma thesis

Thesis topic:

.....

Thesis assessment:

Thesis grade from the Supervisor	
Thesis grade from the Reviewer	
Thesis grade from the additional Reviewer ²⁾	
Final assessment of the diploma thesis determined by the Committee³⁾	

Notes on the conduct of the thesis defense:

.....

The grade of the first part of the exam determined by the Committee³⁾ .

Part II. Verification of knowledge and skills in the field of study

Exam Topics	Grade ³⁾
.....	
.....	
.....	
.....	

Notes on the course of the second part of the exam:

.....

.....

The grade of the second part of the exam determined by the Committee³⁾

The Committee, on the basis of the grades of the first and second parts of the diploma exam, determined the **grade for the diploma examination³⁾**

And states that Mr./Ms. **submitted / did not submit¹⁾** the diploma exam.

Determining the outcome of the study period

Cumulative GPA ⁴⁾		x 0,6 =	
Grade for the diploma thesis		x 0,2 =	
Grade for the diploma examination		x 0,2 =	
The final result of the studies (total)			

Taking into account the course of study, the evaluation of the thesis and the result of the diploma exam, the Committee concluded that:

Mr./Ms.

obtained a professional title

in the field of study

within the scope of

obtaining the final result of studies (in words⁵⁾)

Signatures of Committee Members

Signature of the Chair of the Committee

.....

.....

.....

.....

.....

Lodz, on

1) delete as appropriate

2) applies to the second review in the event of a negative assessment by the first Reviewer

3) the score is given on the scale specified in § 18(1) of the Study Regulations at Lodz University of Technology: five - 5.0; four and a half - 4.5; four - 4.0; three and a half - 3.5; three - 3.0; two - 2.0.

4) for the calculation of the weighted average grade, § 56 of the Regulations of Studies at Lodz University of Technology shall apply

5) the result of the studies shall be given in words in accordance with § 50 (12) of the Study Regulations at Lodz University of Technology. 4.85 and above excellent; 4.55 - 4.84 very good; 4.20 - 4.54 above good; 3.80 - 4.19 good; 3.40 - 3.79 fairly good; up to 3.39 satisfactory



Politechnika Łódzka

Logo/Faculty
Name

**PROTOCOL
RECOGNITION OF THE DIPLOMA EXAMINATION**

date

Mr./Ms.
Register number
Level of study
Study profile
Mode of study
Field of study
Specialty

applied for recognition of the diploma exam conducted on

in

(name of university)

Recognition of the diploma exam was held before the Diploma Exam Recognition Committee, consisting of:

Chair of the Committee
Thesis Supervisor
Thesis assistant supervisor
Reviewer¹⁾
Member of the Committee

Thesis topic:

.....
.....

Thesis assessment:

Thesis grade from the Supervisor	
Evaluation of the thesis by the Supervisor from the partner university	
Final assessment of the diploma thesis as determined by the Committee²⁾	

Grading of the diploma exam:

The Committee recognizes the diploma exam conducted at
with the result

Determining the outcome of the studies:

Cumulative GPA ³⁾		x 0,6 =	
Grade for the competence exam		x 0,2 =	
Grade for the diploma thesis		x 0,1 =	
Grade for the diploma examination		x 0,1 =	
The final result of the studies (total)			

Taking into account the course of study, the evaluation of the diploma thesis and the results of the diploma exam held at

The Committee concluded that:

Mr./Ms.
obtained a professional title
in the field of study
obtaining the final result of studies (in words ⁴⁾

Signatures of Committee Members

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

Signature of the Chair of the Committee

.....

Lodz, on

- 1) the role of the reviewer is performed by the Vice-Dean of Student Affairs, who recognizes the opinion on the thesis issued by the supervisor from the partner university.
- 2) the score is given on the scale specified in § 18(1) of the Study Regulations at Lodz University of Technology: five - 5.0; four and a half - 4.5; four - 4.0; three and a half - 3.5; three - 3.0; two - 2.0.
- 3) weighted average of grades calculated in accordance with § 18 (7) of the Study Regulations at Lodz University of Technology.
- 4) the result of the studies shall be given in words in accordance with § 50 (12) of the Study Regulations at Lodz University of Technology: 4.85 and above excellent; 4.55 - 4.84 very good; 4.20 - 4.54 above good; 3.80 - 4.19 good; 3.40 - 3.79 fairly good; up to 3.39 satisfactory



Politechnika Łódzka

Logo/Faculty
Name

PROTOCOL RECOGNITION OF THE DIPLOMA EXAMINATION

date

Mr./Ms.

Register number

Level of study

Study profile

Mode of study

Field of study

Specialty

applied for recognition of the diploma exam conducted on
in.....

(name of university)

Recognition of the diploma exam was held before the Diploma Exam Recognition Committee, consisting of:

Chair of the Committee

Thesis Supervisor

Thesis assistant supervisor

Reviewer¹⁾

Member of the Committee

Thesis topic:

.....

.....

Thesis assessment:

Thesis grade from the Supervisor	
Evaluation of the thesis by the Supervisor from the partner university	
Final assessment of the diploma thesis determined by the Committee²⁾	

Grading of the diploma exam:

The Committee recognizes the diploma exam conducted at
with the result

Determining the outcome of the study period:

Cumulative GPA ³⁾		x 0,6 =	
Grade for the diploma thesis		x 0,2 =	
Grade for the diploma examination		x 0,2 =	
The final result of the studies (total)			

Taking into account the course of study, the assessment of the diploma thesis and the results of the diploma exam held at

The Committee concluded that
Mr./Ms.

obtained a professional title

in the field of study

obtaining the final result of studies (in words⁴⁾)

Signatures of Committee Members

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

Signature of the Chair of the Committee

.....

Lodz, on

- 1) the role of the reviewer is performed by the Vice-Dean of Student Affairs, who recognizes the opinion on the thesis issued by the supervisor from the partner university
- 2) the result shall be given on the scale specified in § 18, (1) of the Study Regulations at Lodz University of Technology: five - 5.0; four and a half - 4.5; four - 4.0; three and a half - 3.5; three - 3.0; two - 2.0
- 3) for the calculation of the weighted average grade, § 56 of the Regulations of Studies at Lodz University of Technology shall apply
- 4) the result of the studies shall be given in words in accordance with § 50 (12) of the Study Regulations at Lodz University of Technology. 4.85 and above excellent; 4.55 - 4.84 very good; 4.20 - 4.54 above good; 3.80 - 4.19 good; 3.40 - 3.79 fairly good; up to 3.39 satisfactory

FORMAL AND EDITORIAL REQUIREMENTS OF THESIS WRITING AT LODZ UNIVERSITY OF TECHNOLOGY Engineering(B.Sc.)/Bachelor (B.A.)/Master

Editorial component	Required/optional /recommended
A4 size, double-sided printing (excluding the title page)	Required
1 copy for the student 's file (dean's office) - soft cover, permanently bound in slats, transparent at the front with a visible title page	Required
Supplementary copy - hardcover with the TUL logo	Optional
Line spacing 1 to 1.5	Selectable
Mirror margins: top 2.5 cm, bottom 2.5 cm, inner 3 cm, outer 2 cm. Header and footer - 1.25 cm	Required
Paragraph: 0.5 cm indentation, - No indentation with 4 pt. spacing before the paragraph	Selectable
Sans-serif font , e.g. Calibri, Arial, Tahoma, Helvetica, Verdana, Cambria Math	Selectable
Bold main chapter titles size: - Level I title - 16 points, - Level II title - 14 points, - Level III title - 13 points, - basic text - 12pts.	Required
The main chapters (first level) from the new page.	Required
Page numbering on the bottom outside with mirror image on even and odd pages - 12 pt. font, excluding the title page	Required
Figures: - caption under the figure - justified to the left or centered, font size 10 points - caption "Fig." label with a number giving the chapter and the sequence number of the drawing in the chapter or keeping the numbering continuous throughout the work, - source next to the figure caption, with a consistent style of references to sources throughout the work	Recommended
Patterns: - centered, - Numbering at right margin, - numbering of designs, in round brackets - e.g. (1), continuous throughout the work.	Recommended
Table: - title of the table "Table" - placed above the table - left-justified or centered, font size 10 pt, - Numbering of tables - mark the number giving the chapter and the sequence number in the chapter, - source - under the table, with a uniform style of references to sources throughout the work	Recommended
References to sources and list of literature (support http://bg.p.lodz.pl/bibliografia-zalacznikowa) - uniform author-date type style throughout the paper, such as Harvard or APA style (recommended use of the Mendeley bibliography management tool https://www.mendeley.com), - References in the text in the form of a footnote, with continuous numbering.	Selectable
List of literature at the end of the paper, arranged alphabetically by author's name: Book: author, date of publication, title, place of publication, publisher,	Required

– Chapter in a book: chapter author, publication date, title, book author/editor, book title, chapter page range, place of publication, publisher, – Article: author, date of publication title of article, title of journal, number, page range of article, – Electronic documents: as above, with the access path and access date given at the end, – Web pages: author (if identifiable) or page title, publication date, service title, access path, access date	
Calculations throughout the thesis one type: • (bullet points) - (hyphens)	Selectable
A comma after each enumerated item, a period after the last item, enumeration in lower case.	Required

Formal composition of the thesis:

I. The introductory part must include:

- **title page** - according to the model specified in Appendix No. 11,
- **table of contents**,
- **abstract / summary** (number of characters - maximum 2000 characters with spaces),
- **keywords** (in Polish and English - maximum 5 words):

II. The main part must include:

- **introduction** - in the introduction you should outline the general background of the topic of the work/problem/project under study, indicate the rationale for choosing the topic of the work, define the problem area,
- **purpose and scope of the thesis**,
- **the main text** - expressing the content including the division into chapters and subchapters, relating to the subject of the work/research/project and research perspective, and concerning the typological development of the collected research material,
- **conclusion** - containing a synthesis of conclusions based on proven premises and a summary of the results of the issue/research study undertaken,
- **literature** - a list of the scientific literature used in the work, in accordance with the requirements of the bibliographic description, in alphabetical order by author's name, using an author-date type style, such as Harvard or APA.

III. Final part (individual components are not mandatory):

- **list of figures and tables**,
- **list of symbols and designations**,
- **list of abbreviations used**,
- **list of definitions**,
- **list of attachments**, e.g., technical drawings,
- **attachments**.

University logotype with
the name of the faculty

Name and surname
Register No.

DIPLOMA THESIS
master/engineering (B.Sc.)/bachelor (B.A.)
field of study

**The topic of the thesis in the language of instruction
<Calibri 16>.**

.....
(name of institute/department)

Supervisor:
(title/degree, name)

Assistant supervisor*)
(title/degree, name)

Supervisor of the partner university)**
(title/degree, name)

Lodz <year only>.

* if appointed

** in the case of the recognition procedure

ANTI-PLAGIARISM PROCEDURE FOR DIPLOMA THESES AT LODZ UNIVERSITY OF TECHNOLOGY

§ 1

1. This procedure defines the scopes of activities applicable to employees of Lodz University of Technology for checking the originality of written theses using the Unified Anti-Plagiarism System (JSA).
2. Verification of the originality of the thesis using the JSA system and submission of the thesis to the University's Repository of Written Theses is carried out within the University's information system supporting the graduation process, which includes the applications *Supervisor Panel* and *Candidate for a Degree Panel* of the VirTUL portal. *Supervisor Panel*, is an application available through the VirTUL portal in the Employee Affairs module. *The Candidate for a Degree Panel*, is an application available through the VirTUL portal in the WebDziekanat module.

§ 2

1. The use of the Supervisor Panel application and, in particular, the conduct of the examination of the originality of the thesis by the supervisor through the JSA system within the Supervisor Panel application does not require the supervisor to first create an individual account in the JSA system.
2. A supervisor of a diploma thesis is obliged to check its originality using the JSA system and to prepare documents referred to in § 3 and § 4 not later than within 7 working days from the day the student enters the final version of the diploma thesis into the Candidate for a Degree Panel.

§ 3

1. The thesis supervisor, after checking the completeness of the thesis data in the university information system, starts the process of uploading the written part of the thesis to the JSA system. Uploading the files initiates the examination of the thesis (single examination attempt) in the JSA system. The supervisor has the option to choose the scope of the examination report, i.e. *General Report* or *Detailed Report*.
2. A test initiated in the mode described in paragraph 1 uses the default values of JSA system parameters and settings.
3. Information on the status of the completion of the study sample is given along with the provided report file in the *Supervisor Panel* after selecting the "refresh" option. Independently, the supervisor receives an e-mail automatically generated by the JSA system to his e-mail address with information about the execution of the study and the availability of the study sample result, along with a link to the report. The actions suggested in the e-mail **should be strictly** ignored and the process **should be** continued only through the *Supervisor Panel* in the University's information system.
4. After the study sample has been performed, the thesis supervisor analyses the result for the presence of unauthorized borrowing in the thesis and, in particular, determines whether the overall indicators (the sum of the indicator values for all reference comparative databases) of the Percentage Similarity Extent do not exceed the accepted tolerance levels signalled by highlighting, in orange (warning level) or red (alert level) for each of the four phrase length variants.

5. In addition, the supervisor verifies that there was no attempt to hide the presence of unauthorized borrowings in the work by manipulating the text by analyzing the indicators:
 - 1) the use of special characters or characters outside the alphabet of the thesis text;
 - 2) unrecognized words;
 - 3) number of fragments of a different style.
6. If the analysis of the overall results of the study, according to the criteria indicated in paragraph 4 and paragraph 5, shows that the work requires additional evaluation from the point of view of the presence of unacceptable borrowing or manipulation on the text, then the supervisor is obliged to check the detailed results of the study in the content of the thesis, using the *Detailed Report*.
7. In cases where the supervisor considers that deciding on the originality of the work requires continuing the study with a change in the default settings of the study parameters, it is recommended to skip the steps described in paragraphs 8÷12 below and continue the study in the extended mode, which is described in § 4. The condition for continuing the study in the extended mode is that the study of the thesis is not closed, that is, the study report is not accepted.
8. After analyzing the result of the study sample, the thesis supervisor takes and enters in the *Supervisor Panel* the decision to accept the report, which means the completion of the study. In exceptional and justified cases, it is possible to perform two additional test trials after uploading the previously modified thesis file. In this case, further analysis, assessment and approval is subject to the result of the last test trial. The fact that the study was attempted multiple times, requires an explanation from the supervisor in *General Report* in the *Conclusions* section.
9. On the basis of the analysis of the examination report, the supervisor makes a decision to consider the thesis as meeting the requirements for originality and admission to the diploma exam, or a decision to consider the thesis as not meeting the requirements for admission to the diploma exam due to objections to the originality of the content.
10. If the thesis is considered original, the supervisor downloads the *General Study Report* in the *Supervisor Panel*, saves it and makes a printout. In the specified place on the printout of the *General Report*, the supervisor indicates recognition of the thesis as meeting the conditions for admission to the defense.
11. In case of doubts about the originality of the thesis, the supervisor downloads the *JSA General Study Report*, saves it and makes a printout. In the specified place on the printout of the *General Report*, the supervisor indicates recognition of the thesis as not meeting the condition for admission to the defense. In addition, the supervisor downloads and saves the *JSA Study Detail Report*. Subsequently, the supervisor prepares an "Opinion on the originality of the thesis" according to the model specified in Appendix No. 2 to this procedure. In this opinion, the supervisor assesses whether the thesis contains unauthorized borrowings (possible plagiarism) or whether the properly marked borrowings (quotations) contained in it do not raise doubts about the originality of the thesis prepared by the student. In making the assessment, the supervisor should pay particular attention to whether:
 - 1) The work does not contain extensive passages of text identified by the system as "similar."
 - 2) there is not an excessive number of potential borrowings from a single source;
 - 3) there is no particular coincidence between the subject matter of the thesis under examination and the potential sources of borrowing;
 - 4) there are no signs of manipulation of the text to conceal borrowings.
12. The file of the General Report on the examination of originality of the thesis generated by the JSA system, accepted by the supervisor, is automatically (without the supervisor's involvement) included in the set of files of the thesis. Upon completion of the graduation process, a set of files of the electronic version of the thesis and reports is, without the supervisor's participation, transferred to

§ 4

1. If there are doubts about the originality of the thesis or suspicions of manipulation on the text arising from the analysis of the result of the examination conducted in the mode described in § 3, i.e. with default settings of JSA system parameters, it is advisable to continue the unclosed study in the extended mode. The extended mode allows for a variant analysis of the content of the thesis, in which the supervisor can change the parameters of the examination independently.
2. The condition for the continuation of the study in the extended mode is the failure to close the study of the thesis conducted in the mode described in § 3.
3. The extended mode is carried out by the supervisor outside the university information system, using the JSA system directly, i.e. through the JSA system's web page with the address: <https://jsa.opi.org.pl> and includes the activities specified in paragraphs 6÷16 below.
4. Conducting a check of the originality of the thesis directly in the JSA system, bypassing the steps specified in § 3, is inconsistent with this procedure.
5. The supervisor's use of the JSA system in direct mode, requires the supervisor to first register in the JSA system with "Supervisor" rights. The process of registration of a supervisor in the JSA is carried out by the Customer Service Office of the University information system.
6. The thesis supervisor, after logging into the JSA system, finds the thesis he wants to continue studying on the list of ongoing studies and launches a new study trial.
7. Once the trial has been performed, the supervisor receives an e-mail automatically generated by the JSA system to his e-mail address with information about the performance of the trial and the availability of the trial result, along with a link to the report.
8. The thesis supervisor analyzes the obtained result of the study for the presence of unauthorized borrowing in the work, and in particular determines whether the overall indices (the sum of the values of the indices for all reference comparative databases) of the Percentage Similarity Extent do not exceed the accepted tolerance levels signaled by a distinction, orange (warning level) or red (alarm level) for each of the four variants of the phrase length.
9. In addition, the supervisor verifies that there was no attempt to hide the presence of unauthorized borrowings in the thesis by manipulating the text by analyzing the indicators:
 - 1) the use of special characters or characters outside the alphabet of the thesis text;
 - 2) unrecognized words;
 - 3) number of fragments of a different style.
10. If the analysis of the overall results of the study, according to the criteria indicated in paragraph 8 and paragraph 9, shows that the work requires additional evaluation from the point of view of the presence of unacceptable borrowing or manipulation in the text, then the supervisor is obliged to check the detailed results of the study in the content of the thesis. The supervisor can use the possibility of variant analysis of the content of the thesis independently, changing the parameters of the study.
11. After analyzing the result of the study sample, the thesis supervisor takes and enters in the JSA system window the decision to accept the report, which means the completion of the study. On the basis of the analysis of the study report, the supervisor makes a decision to consider the thesis as meeting the requirements for originality and admission to the diploma examination, or a decision to consider the thesis as not meeting the requirements for admission to the diploma examination due to objections to the originality of the content. Further activities are carried out outside the JSA system.

12. In exceptional and justifiable cases, it is possible to perform two additional study trials after submitting a previously modified file of the thesis content. In this case, acceptance and further analysis and assessment is subject to the result of the last test attempt. The fact that the study was conducted multiple times requires an explanation from the supervisor in the *Detailed Report* in the *Conclusions* section.
13. After completion of the study, i.e. after acceptance of the report, the JSA system application makes the files of the above reports available in the *Supervisor Panel* of the university information system (it is recommended to use the "refresh" option). It is recommended that the supervisor independently download the *General Report* and *Detailed Report* files of the JSA study from the JSA system and save them for archival purposes.
14. In the case of recognition of the thesis as original, the supervisor makes a printout of the JSA *General Report*. In the specified place on the printout of the *General Report*, the supervisor indicates recognition of the thesis as meeting the conditions for admission to the defense.
15. In case of doubts about the originality of the thesis, the supervisor makes a printout of the JSA *General Report* and in the specified place on the printout of the *General Report*, the supervisor indicates the recognition of the work as not meeting the conditions for admission to the defense. In addition, obligatorily, the supervisor downloads and saves the JSA Study *Detail Report*. Subsequently, the supervisor prepares an "Opinion on the originality of the thesis", according to the model specified in Appendix No. 2 to this procedure. In this opinion, the supervisor assesses whether the thesis contains unauthorized borrowings (plagiarism) or whether the properly marked borrowings (quotations) contained in it do not raise doubts about the originality of the thesis prepared by the student. In making the assessment, the supervisor should pay particular attention to whether:
 - 1) The work does not contain extensive passages of text identified by the system as "similar."
 - 2) there is not an excessive number of potential borrowings from a single source;
 - 3) there is no particular coincidence between the subject matter of the thesis under examination and the potential sources of borrowing;
 - 4) there are no signs of manipulation of the text to conceal borrowings.
16. Upon completion of the graduation process, a set of files of the electronic version of the thesis and reports is, without the supervisor's participation, transferred to the University's Repository of Written Theses.

§ 5

If, as a result of the originality analysis, the thesis is deemed original by the thesis supervisor, the thesis supervisor submits to the Vice-Dean for Student Affairs a signed printout of the JSA *General Report* and, if created, an *Opinion on the originality of the thesis* according to the model specified in Appendix 2 to this procedure. In the case of a negative opinion on the originality of the work, in addition, the supervisor provides the file of the JSA *Detailed Report* to the Vice Dean for Student Affairs.

§ 6

1. If the analysis of the originality of the thesis indicates that the thesis is not original, the supervisor:
 - 1) notifies the Vice-Dean for Student Affairs in writing of the suspicion that a student has committed an act involving the attribution of authorship of a significant fragment or other elements of another person's work within the meaning of the Act of February 4, 1994 on Copyright and Related Rights (i.e. Journal of Laws of 2025, item 24);
 - 2) Submits to the Vice-Dean for Student Affairs prepared in the process of checking the originality of the thesis JSA *General Report*, JSA *Detailed Report* file, and Thesis *Originality Opinion* according to the model set forth in Appendix No. 3 to this procedure.

2. The Vice-Dean for Student Affairs immediately notifies the Rector of Lodz University of Technology if the thesis is found to be unoriginal and in violation of the University's regulations.
3. The Rector orders an investigation in accordance with Article 312(3) of the Act of 20 July 2018. - Law on Higher Education and Science (i.e. Journal of Laws. of 2024, item 1571, as amended).

Lodz, on

STATEMENT
on the independent execution and originality of the thesis

.....
(Name of the student)

.....
(Address of registration/residence)

.....
(Register number)

.....
(Organizational unit conducting the study)

.....
(Field of study)

.....
(Level of education and mode of study)

I declare that I have been informed about the rules concerning the control of the originality of the thesis in the Uniform Anti-Plagiarism System.

Aware of the criminal responsibility for making false statements under the provision of Article 233 § 1 of the Penal Code, I declare that:

1. The submitted thesis *) on the topic:

.....

was produced by me independently. At the same time, I declare that in the process of preparing the thesis:

☐ no generative artificial intelligence system/tools were used.

☐ generative artificial intelligence system/tools were used **)

2. The aforementioned thesis:

- does not infringe copyright as defined by the Act of February 4, 1994 on Copyright and Related Rights (i.e. Journal of Laws of 2025, item 24) and personal property protected by civil law, and does not contain data and information that I have obtained by unauthorized means,
- has not previously been the basis of any other official procedure related to the granting of higher education or professional degrees.

3. At the same time, I consent/do not consent***) to the use of excerpts of my thesis in scientific publications of the staff of Lodz University of Technology with the consent of the Vice-Dean for Student Affairs, under the terms of the Act of February 4, 1994 on Copyright and Related Rights (i.e. Journal of Laws of 2025, item 24)

.....
(Student's signature)

*) enter as appropriate: bachelor's; engineering; master's

**) if such tools are used, the content of the thesis should include an indication of the scope of their use (e.g., literature review and summary of the main problem threads, language proofreading, preparation of graphic illustrations in the thesis, code generation, etc.)

***) delete as appropriate

OPINION

concerning the originality of the thesis

I certify that I have reviewed the Detailed Report generated by the Unified Anti-Plagiarism System regarding the thesis *)

Author of the thesis:

Register number:

Thesis title:

After analyzing the Report, I conclude the following:

- ☐ borrowings detected in the work are legitimate and do not bear the signs of plagiarism, I consider the work original
- ☐ the borrowings and manipulations in the thesis text detected in the thesis are unauthorized and bear the hallmarks of plagiarism in view of the above, I do not consider the thesis submitted and do not admit the thesis to the thesis examination and refer the notice to the Vice-Dean for Student Affairs for consideration of the case, taking into account Article 312(3) of the Law of July 20, 2018. - Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended).

Justification: **)

.....

.....
 (Date)

.....
 (Signature of the Thesis Supervisor)

*) enter as appropriate: bachelor's degree; engineering degree; master's degree

**) obligation to fill in the field "Justification"

OPINION
concerning the originality of the thesis^{*)}

After reviewing the contents of the submitted thesis^{**)}

Author of the thesis:

Register number:

Thesis title:

.....

.....

.....

I state that to the best of my knowledge:

- ☐ The work does not bear the signs of plagiarism and I consider the work to be original
- ☐ the thesis contains unauthorized borrowings, so it is not original and bears the hallmarks of plagiarism; in view of the above, I do not consider the thesis as submitted and do not admit the thesis to the diploma examination, and I refer the notice to the Vice-Dean for Student Affairs for consideration of the case, taking into account Article 312(3) of the Law of July 20, 2018. - Law on Higher Education and Science (i.e.. Journal of Laws of 2024, item 1571, as amended).

Justification: ^{***)}

.....

.....

.....

.....

.....

.....

.....

.....
(Date)

.....
(Signature of the Thesis Supervisor)

^{*)} formula applies only if work is excluded from JSA check

^{**)} enter as appropriate: bachelor's degree; engineering degree; master's degree

^{***)} the obligation to fill in the field "Justification" in case the work is considered unoriginal