

**Universitu of Social Sciences
Filia in Warsaw
Łucka 11 Street
00-842 Warsaw**

Subject: Submission of diploma theses during COVID-19

Electronic documents should be sent to the dean's office after approval by your supervisor, until the epidemic restrictions apply, before starting the defense, the student is obliged to send the original documents in an **unsigned white folder with an eraser** to the Dean's Office via the Polish Post Office with the note "Dean's Office 105 + field of study: Management/Computer Science ":

- Diploma thesis without a binding. Printed horizontally, double-sided on A4 paper, on both sides on one page (see pattern is attach). The last page should contain a statement in A4 format should be attached first in English(Declaration), and second in Polish language(oswiadczenie-praca-dyplomowa). Thesis with declaration and oświadczenie praca dyplomowa, punched with string/ribbon, signed on the title page by the supervisor. The title page and the statement pages should be printed individually, on one side in A4 format, vertically. To this work on the last empty page you should stick a CD record with your thesis in the format with the Word extension and PDF. The CD record should be signed with the name, surname and index number.
- Statement in A4 format – declaration (appendix 1) and oświadczenie praca dyplomowa. Three copies in Polish and English each. One (in Polish and English) connected to the thesis, four others attached to the file separately.

Declaration should be fill this way, without date, sign by pen (FULL NAME AND SURNAME) in two places:

- Field of study: Management/Computer Science
- Specialism: International business management/International tourism and hospitality management/IT management (There is no specialism for filed: CScence)

Oświadczenie praca dyplomowa should be fill this way, without date, sign by pen (FULL NAME AND SURNAME) in two places:

- Kierunek: Zarządzanie/Informatyka

- Specialism: Zarządzanie biznesem międzynarodowym/ Zarządzanie w turystyce międzynarodowej / Zarządzanie w informatyce (There is no Specialism for CScience).
- Clearance card which confirms:
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- work in Word and Pdf with a CD. WORD and PDF should be called: Name, Surname, ID number, Thesis title.
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- form „update data” – which I attached,
- Four photos (5 if someone will be need diploma in English version) in 4.5 cm x 6.5 cm format, signed on the reverse with name, surname and index number,
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