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**Help: Application for approval of thesis topic**

Please note - submitting a request for approval of a thesis title is possible after students have been coded. During the period between the transfer of a student to a new semester and the end of coding, the function is not available.

**Access to the form on e-KUL**

In accordance with the Rector's Order concerning the submission of an application for approval or change of the thesis topic, each student submits the relevant application for approval of the thesis title, solely on the basis of a special form available on the e-KUL website:

**Moje WEB S4A >> [Wnioski] >> [Dodaj nowy]**

(My *WEB S4A menu >> [Applications] >> [Add new]*)

**New application**

In Wnioski (*Applications*) format, a student can see a list of applications - all types available for his/her field of study. The different types of application are available depending on the student's individual situation. In order to be able to start the thesis submission form, a student must have a diploma seminar entered in the electronic catalogue by the secretary's office in the S4A database. Select the appropriate application, fill in the required data and save.

**Modifying data in the form**

Information about applications issued by e-KUL platform is available in WEB S4A menu: Student >> Wnioski (*Student >> Applications*). The table presents the details of the application. The Aktywny (*Active*) status means that the form has been saved but its modification is available. The form can be edited directly from the list by clicking [Edytuj] (*Edit*) or you can choose to preview Szczegóły (*Details*) and run the editing function from there.

If, after approving an application, you find that it contains errors, your only option is to delete the form. After deleting the application, you have to fill in the form anew, i.e. create a new application.

**Application status:**

**Aktywny** (*Active*) - in process of creation, saved with possibility of modification

**Zatwierdzony** (*Approved*) - created, modification not possible

**Anulowany** (*Cancelled*) - the application has been deleted

Application for approval of the thesis topic - approved by the Student is passed on to the Supervisor. In this period, the status of the application (pending or approved by the promoter) can be checked in the application details.

**Help: Application for change of Supervisor and thesis title**

Application for change of Supervisor or title of diploma thesis via e-KUL is available in the student account when the approval of the title and thesis supervisor by the Institute Council is recorded in the Dean's Information System. There are 3 types of change requests: (1) title, (2) supervisor, (3) both title and supervisor.

**Application for change of the thesis title**

The change of the title of a thesis may take place at different stages of the procedure. If the application for changing the title needs to be corrected, the Supervisor includes this information before accepting the application and sends it back to the student describing the required changes.

The student will find an active form with the Supervisor's comments on their account. He/she should correct the request and re-approve it.

**Application to change the thesis supervisor**

A characteristic element of the handling of the application for a change of the Supervisor is the acceptance of the change by both supervisors: the existing one and the new one. After being submitted by a student, the application is sent to both supervisors. Acceptance of an existing Supervisor is necessary but not essential for further processing of an application.

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Appendix No. 1

**General editorial rules for diploma theses at the John Paul II Catholic University of Lublin**

1. The content of the thesis should be written on an A4 page format, using Times New Roman font of 12 pt., without bold, using justification of the text.

2. The margins of the paper in one-sided printing are:

1) top - 2.0cm

2) bottom - 2,0cm

3) right - 2,0cm

4) left - 2.5cm

3. In the case of the diploma paper printed on both sides, the margins specified in (1) are applied using the option of mirror margins.

4. The space between the title of the chapter and the text should be 10 points.

5. Line spacing of 1.5 lines should be used between the lines.

6. The distance between the header and footer from the edge of the page should be 1.25 cm.

7. The spacing between characters should be 0 points.

8. Titles of sections of the work should be developed accordingly:

1) chapters - Times New Roman font size 14 pts. in bold;

2) main subsections - Times New Roman font size 12 pts. in bold

3) further subsections - Times New Roman 12 pt. without bold, in italics.

9. Headings should be aligned to the left margin.

10. Do not place a full stop at the end of headings.

Appendix no. 6

**The John Paul II Catholic University of Lublin**

**Faculty ...................................................................................**

**Institute ...................................................................................**

[full name of the studies].

[example: Law, full-time long-cycle studies].

**[Name and surname of the author]**

Album number .......

**[Title of the thesis]**

Bachelor's / Engineer's / Master's thesis

written for **[name of the seminar]**

under the supervision of **[full academic title, name of the thesis supervisor]**

**[place year of defence].**

Appendix no. 8

Thesis Declaration Form

The John Paul II Catholic University of Lublin

**Thesis Declaration**

0000 0000 0000

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

Name and surname

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

Album number

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

Faculty name

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

Name of the Field of Study

DECLARATION

I, the undersigned, declare that the thesis entitled ................................. is the result of my creative activity and was written without the unauthorized participation of third parties. I further declare that all source materials and studies I used have been mentioned in the thesis, and that the thesis I have written does not infringe any copyrights of third parties.

I certify that the thesis submitted in electronic form is fully consistent with the printed version. I confirm this consistency with my handwritten signature.

Lublin, date ........................ ...............................................

 signature of the person submitting the declaration

DECLARATION

I agree to participate in a career monitoring programme for graduates aimed at adapting the fields of study, programmes and learning outcomes to the needs of the labour market. (if the student agrees).

Lublin, date: ........................ ...............................................

 signature of the person making the declaration

I agree to receive information about current activities, educational offer and promotional campaigns conducted by the University by means of electronic communication, in particular to my private e-mail address. (if the student gives his/her consent).

Lublin, date: ........................ ...............................................

 signature of the person submitting the declaration

Appendix no. 8

I grant the John Paul II Catholic University of Lublin a perpetual, non-exclusive, royalty-free licence to use my thesis by making it available in the University Archives of the Catholic University of Lublin (KUL), on the basis of the existing Regulations for Access to the Resources of the University Archives of the Catholic University of Lublin (KUL). (provided that the student gives his/her consent).

Lublin, date: ........................ ...............................................

 signature of the person submitting the declaration