

Preparation of an archival version

Folder specimen

(for an archival version of the student's thesis)

PG. 1 - cover

WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY
FILE CODE W4/----- CAT. FILE -----

.....
Grade book no.

Student's files

please mark "x" next to the relevant type of thesis, e.g.

- "x" MASTER'S THESIS (add SII - full-time students, NII - part-time students)
- "x" ENGINEER'S THESIS
- "x" BACHELOR'S THESIS
- "x" ENGINEERING PROJECT (add SII - full-time students, NII - part-time students)

SURNAME (*in block capitals*)

NAMES

TITLE OF THESIS

YEAR OF COMPLETION

NUMBER OF PAGES - in pencil

PG. 2 - inner page

As above (student's surname and first name)

please mark "x" next to the relevant type of thesis, e.g.

- "x" MASTER'S THESIS (add SII - full-time students, NII - part-time students)
- "x" ENGINEER'S THESIS
- "x" BACHELOR'S THESIS
- "x" ENGINEERING PROJECT (add SII - full-time students, NII - part-time students)

Contents:

as for items 1, 2, and 3 - please don't write anything

THESIS FOR ARCHIVAL PURPOSES (electronic and paper versions) should be fastened with (natural) string and contain a declaration of making the thesis, along with its title page and back cover of the folder, available - strictly following a specific order, as below:

1. Declaration of making the archival thesis available (as the first page of the archival thesis)
2. Title page of the thesis (project) with **thesis supervisor's grade** (as the second page of the archival thesis)
3. Thesis, project:

- should be printed with an 8 pt font in the duplex mode (does not apply to the declaration and title page)
- also, instead of an 8 pt font, the printout can be made using decreased scale book-style, duplex mode (does not apply to the declaration and title page)

Pages (of printed sheets of paper) must be numbered in **pencil** in the top external corner of each printed page (left pages on the left external side, right pages on the right external side). **Blank pages must not be numbered.** The first page is the declaration of making the thesis available, the second page is the title page, and then each printed page of the thesis carries a relevant number; the last page is the envelope with the CD/DVD containing the electronic version of the thesis.

4. The electronic version of the thesis is its last page. The CD/DVD with the thesis must be put into an envelope. The CD/DVD and the envelope must feature the author's first name and surname, the text "electronic version of the thesis (or engineering project)", the year of the thesis defence, and the number of the page in the top right corner).

Students can familiarise themselves with a specimen of a correct thesis at the Dean's Office - desk no. 2.

Theses (projects) which are not complete, i.e. are incorrectly numbered, described, etc. will be returned to their authors for correction after the thesis examination.

*** Folders for thesis examinations and engineering projects (to be archived) as well as covers for theses for the thesis supervisor and reviewer can be collected from secretaries of thesis examinations at the Dean's Office (desk no. 2).