

Guidelines for conducting anti-plagiarism control of diploma theses
at the Faculty of Civil Engineering

1. Diploma theses are uploaded to the Archiving Solution for Academic Papers (hereinafter referred to as the ASAP system) and the anti-plagiarism control of theses is carried out online on the website <https://asap.pwr.edu.pl>, according to the procedure specified in the Internal Regulation ZW 46/2019.
2. Diploma theses are to be uploaded to the ASAP system within the deadlines set by the Vice Dean for Didactics and announced in the schedule of the completion of the diploma theses, published on the faculty website.
3. The way of uploading the theses is described in the Manual for ASAP, which is available online for graduate students and supervisors after logging in to the ASAP system.
4. The student should obtain his/her supervisor's confirmation that the diploma thesis is complete and does not require any supplements or changes, and can be uploaded to the ASAP system.
5. The main texts of the diploma thesis in ODT, DOC, DOCX, RTF or PDF (editable version) formats should be named [faculty symbol]_[student record book number]_[calendar year]_[type of thesis] e.g. W02_201173_2017_master's thesis.pdf
6. Students save attachments to the thesis (e.g. technical drawings, documentation of numerical calculations, documentation of laboratory tests, etc.) in sequentially numbered attachment files, similarly named as the main text of their theses: [faculty symbol]_[student record book number]_[calendar year]_[type of thesis]_[attachment]_[attachment number] e.g. W02_200173_2017_engineering thesis_attachment_1.pdf
7. The sum of the size of the diploma thesis files and its integral attachments must not exceed 20 MB.
8. In addition to the files with the diploma thesis and, if applicable, its attachments, the student also uploads to the ASAP system a concise summary of the thesis (up to 5,000 characters with spaces) and key words (maximum three). It is advisable for graduates to earlier consult the contents of the summary and key words with the supervisor.
9. The student submits to the thesis supervisor simultaneously:
 - printed diploma thesis;
 - files with the diploma thesis and possible attachments saved on CD or DVD; the files must be identical to those uploaded to the ASAP system;
 - printed declaration of the thesis originality, signed by the student.

10. The printed text of the thesis provided by the graduate student to his/her supervisor, the text on the CD/DVD and the text of the thesis uploaded to the ASAP system must be identical, which the student confirms signing a written statement. Before uploading the files to the ASAP system, the graduate student should check the correctness of the file; the system and printing settings for paper and electronic versions must be the same (conformity in terms of size of margins, number of pages, etc.).
11. The graduate student collects the thesis together with a printed and signed originality protocol and an opinion from the supervisor, and immediately submits them to the reviewer. Subsequently, by the deadline announced in the schedule for the completion of the diploma theses, the student submits all required documents to the Dean's Office.
12. Editorial guidelines for diploma theses have been published on the faculty website in the "Graduate students" tab.

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