

## Rules for Sharing Materials, Documents and Information with Students for Dissertations

Please be kindly informed that each application directed to the President of the Civil Aviation Authority of the Republic of Poland on sharing with students certain materials, documents and information for the needs of their dissertations shall be reviewed if the following documents have been attached to the application:

1. a written confirmation from the University that the applicant is a student of this particular university writing his/her dissertation; moreover, the confirmation has to include the number of his/her student's grade book;
2. the title, topic, purpose and plan of the dissertation confirmed by the dissertation supervisor with the supervisor's short justification proving the real need of access to information possessed by the President of the Civil Aviation Authority;
3. a written commitment of the applicant that the materials, documents and information rendered available to the applicant shall not be used for purposes other than the dissertation and shall not be published otherwise;
4. a written commitment of the dissertation supervisor that the materials, documents and information rendered available to the student shall not be used for purposes other than the dissertation;
5. a written consent of the applicant for the personal data processing by the President of the Civil Aviation Authority within a scope arising from the content of the application and the attached documents.

Materials, documents and information defined in the application shall be rendered available if:

- they are available at the Civil Aviation Authority and the Authority is their manager, and if they have not been otherwise published or rendered available to the public;
- they are not classified materials or otherwise legally protected ones, especially if they are not a trade secret;
- their scope and content do not constitute a part of the dissertation which the applicant is obliged to write by himself/herself, especially within the scope of: defining and analyzing an issue; identifying and selecting sources; performing a literature analysis; formulating theses and conclusions.

Please be kindly informed that the Civil Aviation Authority can impose additional specific conditions and rules for sharing and using of materials, documents and information rendered available to the applicant.

**NOTE:** The employees of the Civil Aviation Authority cannot participate in personal or anonymous research or interviews performed for the needs of the dissertations.

These rules are also applicable for applications submitted in proceedings related to awarding a degree of a doctor, assistant professor or professor or in relation to the performance of scientific research or development works at the universities.



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