Appendix No. 1 to Resolution of the Council of the WNZKŚ no. 19/2022 of 13 June 2022	
Step / addressee	**Actions**

1
 	
Supervisor
	No later than three weeks before the planned date of the examination, the supervisor is required to provide the dean's office with information on planned diploma examinations (notification of diploma thesis defence according to the template downloaded from the Archive of Diploma Theses (APD) system). The information is drawn up separately **for each student** and includes:
	
	1) name(s), surname and album number;
	
	2) title of the thesis in the original language;
	
	3) the composition of the committee conducting the diploma examination, in particular:
	
	    a) for first-cycle studies:
	
	      – name and surname, academic title or degree of the supervisor,
	
	      – name and surname, academic title or degree of the reviewer,
	
	      – name and surname, academic title or degree of the committee;
	
	    b) for second-cycle studies:
	
	      – name and surname, academic title or degree of the supervisor,
	
	      – name and surname, academic title or degree of the reviewer and the reviewer's agreement to the planned date of the diploma examination.
	
	4) the planned date of the diploma examination.

2 Supervisor	The supervisor shall be obliged to attach to information on planned diploma examinations the written consent of the holder of statutorily protected secrets, including professional secrets contained in the diploma thesis, to make the diploma thesis available in the Repository of written diploma theses. The student should submit the consent to prepare the diploma thesis before starting its preparation.

3
 	
Dean's Office
	The dean's office employee is required to enter the information referred to in step 1 into the USOS system immediately after receiving the information from the supervisor before the planned date of the diploma examination:
	
	1) title of the thesis in the original language;
	
	2) information on the members of the committee conducting the diploma examination, in particular:
	
	    a) name and surname, academic title or degree of the supervisor;
	
	    b) name and surname, academic title or degree of the reviewer;
	
	    c) name and surname, academic title or degree of the chairperson;
	
	3) the planned date of the diploma examination,
	
	4) information on the electronic processing of the minutes in the APD system.

4 Student	The student, as soon as the employee of the dean's office has entered the data into the USOS system, is required to enter the data into the APD system:
	1) the name of the language in which the original of diploma thesis will be submitted;
	2) the title of the diploma thesis in Polish, if the original language of the diploma thesis is a foreign language – maximum character limit of 1000;
	3) a concise summary of the thesis in Polish, if the original language is Polish, and a concise summary of the thesis in Polish and the original language, if the thesis has been prepared in a language other than Polish – the maximum character limit is 4000 characters,
	4) keywords in Polish if the original language of the diploma thesis is Polish, and keywords in Polish and the original language if the language of the dissertation is in a foreign language – maximum character limit 1000;
	5) an electronic version of the diploma thesis prepared as a single file in PDF format. In the diploma theses, attachments should be entered into the APD system as additional zipped attachment (ZIP, RAR, 7Z, GZIP). The name of the file consists of: the abbreviation of the name of the University of Wrocław (UWr), the digital code of the faculty (2 digits), the student's album number (from 4 to 6 digits), the year in which the thesis was placed in the APD system, and the individual elements of the file name are separated by a hyphen, *e.g.*: UWr-30-123456-2021;
	6) English translations of the title of the dissertation, keywords and the abstract of the dissertation.
	Immediately after entering the above data, the student validates in the APD system the **declaration of authorship of the thesis and** the possibility of making the thesis available for academic, research and teaching purposes, which results in the submission of electronic certification as equivalent to signing the declaration.
5 Student Supervisor	Diploma theses entered into the APD system are subject to checking in the Anti-Plagiarism System (JSA). **A diploma thesis can be submitted for re-checking to the JSA within the same study as a new attempt only once.**

6 Supervisor	The supervisor, after the thesis has been entered into the APD system by the student, **no later than two weeks before the planned examination date**, is obliged to: 1) upload the diploma thesis posted by the student in the APD system to the JSA; 2) evaluate the similarity report generated from the JSA; 3) approve the diploma thesis in the APD system if there are no premises indicating that the thesis has been written in breach of copyright and submit an electronic statement admitting the thesis to defence; 4) fill in and approve the diploma thesis evaluation form in the APD system. The review of the diploma thesis should be written in Polish and in the language of the original thesis, if it is different than Polish. The review in a foreign language is entered in the same fields of the form in the APD system as the review in Polish. In each field of the review form, the Polish version precedes the foreign language version. It is advisable to use value judgements at each point in the review so that the final evaluation of the thesis is fully justified and follows from the sub-assessment. In the case of a suspected copyright infringement in the diploma thesis, the supervisor proceeds according to the current ordinance of the Rector of the UWr concerning the graduation procedure.
7 Reviewer	The reviewer, upon receiving information from the APD system that the thesis has been approved by the supervisor, immediately proceeds to complete the thesis evaluation form in the APD system, which he/she approves no later than **one week before the planned date of the diploma examination**. The Dean recommends reviewers, before writing their reviews, to familiarise themselves with the general and/or specific report from the JSA system. The review of the diploma thesis should be written in Polish and in the language of the original thesis, if it is different than Polish. The review in a foreign language is entered in the same fields of the form in the APD system as the review in Polish. In each field of the review form, the Polish version precedes the foreign language version. It is recommended that value judgements are used at each point in the review so that the final evaluation of the thesis is fully justified and derived from the sub-assessment.

8 Dean's Office	A member of staff in the dean's office, **no later than 3 working days before the diploma examination**, is required to check: 1) whether the student's thesis and the data referred to in the current ordinance of the Rector of the UWr concerning graduation procedure (or step 3 in this appendix) have been entered into the APD system; 2) whether the diploma thesis entered by the student has been approved by the supervisor in the APD system (step 6, point 3); 3) whether reviews have been entered into the APD system, and then print out the electronically signed reviews and file them in the student's file. Once all admission conditions have been met, it makes the **electronic record of the diploma examination** available in the APD system.
9 Dean's Office	On the basis of the diploma exam protocol, an employee of the dean's office assigns a diploma number in the USOS system from the central, university Register of Diploma Numbers.