



Resolution no. 19/2022

The Council of the Faculty of Earth and Environmental Sciences
of the University of Wrocław
of 13 June 2022

on details of the application of diploma procedure

Pursuant to Regulation No. 112/2022 of the Rector of the University of Wrocław of 12 May 2022 on *Diploma Procedure, checking diploma theses in the anti-plagiarism system, archiving diploma theses using the Archive of Diploma Theses (APD) system and submitting theses to the Repository of written diploma theses* as well as the Rules and Regulations of Studies at the University of Wrocław, the Council of the Faculty of Earth Sciences and Environmental Management adopts the following resolution:

§ 1

1. Diploma procedure in first-cycle studies is understood as the submission of the diploma thesis and successful passing of a written examination. The diploma procedure at second-cycle studies involves submitting the diploma thesis and successful passing an oral examination.

2. The provisions of this procedure, covering: the preparation of the diploma thesis, its submission to the Archive of Diploma Theses (APD), checking and acceptance in the Anti-Plagiarism System (JSA), evaluation, the duties of supervisors, reviewers and degree candidates, apply to theses at the first-cycle and second-cycle studies (Bachelor's thesis, engineering thesis, Master's thesis), unless otherwise stated.

3. The provisions of this procedure supplement and detail the following Ordinance No. 112/2022 of the Rector of the University of Wrocław of 12 May 2022 and the current study regulations should be applied in conjunction with them.

4. The dean obliges the students, supervisors and reviewers of diploma theses to be absolutely familiar with the documents placed on the website of the APD system in the tabs: Information/documents – supervisor/reviewer and Information/documents – student.

§ 2

1. Diploma examinations at WNZKS are held only during examination sessions (according to the organisation of the academic year in the winter and summer semesters). In justified cases or as a result of fortuitous events, the dean may give permission for the examination to be held at another time.

2. The dean entrusts the preparation of a detailed schedule for the diploma examinations to the directors for Teaching of IGRR and ING and the Director of MSOŚ. The schedule of diploma examinations is communicated to the dean by the heads of the units.



3. The dates of the diploma examinations and the place where they are to be held shall be made known to the students no later than two months prior to their commencement. Information about deadlines is posted on the IGRR, ING, MSOŚ and dean's office websites.

4. The dean delegates the supervision of the correctness of the diploma examinations to the directors of teaching at IGRR and ING and the director of MSOŚ.

§ 3

Diploma examination in second-cycle studies:

1) is conducted in Polish or in a foreign language, if the study programme allows for such an arrangement;

2) with the approval of the dean, may take place in a foreign language if the study programme does not allow for such an arrangement;

3) at the request of the student or the supervisor, may be conducted in the form of an open examination once the requirements of the study regulations have been met. The public part of the open examination is open to all interested parties as observers;

4) is in the form of an oral examination. In justified cases, the chairperson of the committee may decide on a written form for the diploma examination.

§ 4

1. The composition of the examination committee and the procedure for its appointment at the first level of study are governed by separate regulations.

2. The diploma examination in second-cycle studies is held before a committee appointed by the dean and composed of at least three persons. The committee consists of the supervisor(s), the reviewer(s) and the chairperson. The chairperson shall be an academic staff member with a postdoctoral degree (*doktor habilitowany*).

§ 5

1. In justified cases, the dean may appoint additional persons to the examination committee.

2. The committee may include external stakeholders.

3. The inclusion of external stakeholders on the committee shall take place at their written request or at the request of the dean. A member of staff in the dean's office, no later than 7 working days before the commencement of diploma examinations.

4. The inclusion of stakeholders in the committee is decided by the dean, who informs the relevant director of teaching (IGRR, ING) or the director of the MSOŚ.

§ 6

Detailed provisions on the initiation of the graduation process, deadlines and responsibilities of the degree candidate, the supervisor, the reviewer and the dean's office staff handling the graduation process, based on the APD and the University Study Management System (USOS), are contained in Appendix No. 1 to this resolution.



§ 7

1. Before entering the thesis into the APD system, the student must have the final version of the thesis approved by the supervisor. Confirmation of acceptance of the thesis is sent to the dean's office by the supervisor of the thesis, on the basis of which the APD system is opened for the student.

2. By accepting the final version of the thesis, the supervisor confirms that it at least satisfactorily fulfils the requirements for the thesis. This is equivalent to the supervisor giving the dissertation at least a pass mark.

§ 8

1. After the student enters the diploma thesis into the APD system, the supervisor checks in particular: the correspondence of the thesis title with the title visible in the system, the year of the thesis submission – to be consistent with that visible on the title page, the page numbering, which should be continuous. The title page, table of contents, abstract with keywords (in Polish and English), introduction, beginning of the first chapter should be on consecutive odd-numbered pages (these are pages 1, 3, 5, 7, 9 respectively).

2. After verifying the correctness of the elements listed in section 1, the supervisor shall immediately refer the thesis to the JSA for checking, after which the supervisor shall evaluate the similarity report generated from the JSA.

3. The dean obliges both the supervisor and the reviewer to review the results of the thesis similarity report with the JSA.

§ 9

1. The grade for the diploma thesis shall be the arithmetic mean of the supervisor's grade and the reviewer's grade, except in cases described in section 4.

2. In the case of thesis carried out by two supervisors, the supervisor's grade is the arithmetic mean of the grades of both supervisors.

3. The marks mentioned in sections 1 and 2 shall be equalised in accordance with the rule adopted in the study regulations:

- up to 3.24 – satisfactory (3.0),
- 3.25 to 3.74 – plus satisfactory (3.5),
- 3.75 to 4.24 – good (4.0),
- 4.25 to 4.74 – plus good (4.5),
- 4.75 – very good (5.0),

4. The dean shall appoint a second reviewer in the event of:

- 1) finding of a significant discrepancy of positive marks in the thesis (not less than 1.5 marks);
- 2) when the reviewer's evaluation of the thesis is unsatisfactory.



5. In the event of the situations described in section 4, the dean shall appoint a second reviewer after consultation with the director for teaching at the institute responsible for the field of study concerned.

6. In second-cycle studies, the second reviewer automatically becomes a member of the committee for conducting the diploma examination of the student concerned.

7. When the second reviewer proceeds to review the work, he/she is familiar with the previous reviews and the marks awarded. The evaluation of the second reviewer is conclusive, *i.e.* it is the final evaluation of the thesis. If this is a positive evaluation, the dean admits the student to the diploma examination. In the event of a second failing grade, the work cannot form the basis for graduation.

§ 10

Before starting the diploma examination, the chairperson of the committee shall check the correctness of the entries in the minutes and the identity of the person who is to take the examination. The committee may request to see the student card or other document proving the identity of the degree candidate.

§ 11

Diploma examination in second-cycle studies:

- 1) The chairperson informs the diploma student about the course of the diploma examination, the grade average obtained in the course of studies, the grades in the thesis reviews, the final grade for the diploma thesis and the method of calculating the final result of the studies.
- 2) A degree candidate presents his/her thesis in a synthetic way in terms of its purpose, scope, subject matter, sources used, methods, techniques, approaches and conclusions.
- 3) The supervisor(s) and reviewer(s) present the most relevant comments, conclusions, discussion content, observations justifying the thesis evaluations and any questions relating to the content or concerns arising during the review.
- 4) The proper examination, during which three questions are asked, two of them are posed by the reviewer and one by the supervisor. The final grade for the examination part is the average of the grades obtained and the provisions of the study regulations apply to it accordingly.
- 5) A non-public part, during which the answers to the questions asked are evaluated, the final result of the studies is calculated, the minutes of the diploma examination are filled in the APD system and approved by all committee members. The chairperson of the committee is responsible for the completeness and accuracy of the minutes.
- 6) Announcement of the result of the diploma examination by the chairperson of the committee shall do so in the presence of the degree candidate and all committee members.



§ 12

In the event of circumstances disrupting the course of the diploma examination or which may constitute grounds for a complaint/appeal by the degree candidate, the chairperson of the committee is obliged to immediately inform the director of teaching and / or the director of the MSOŚ, and to submit written information about the circumstances to the dean.

§ 13

It is the responsibility of the chairperson of the committee to resolve disputes that are not contained in this procedure and the study regulations, which may arise during the diploma examination. It is imperative that such decisions are recorded in a written note after the diploma examination.

§ 14

In the event of the occurrence of situations not described in this procedure, the applicable Rector's ordinance concerning the diploma procedure or the rules and regulations of studies at the University of Wrocław, decisions are made by the dean. The decision of the dean is final.

§ 15

This procedure, once the graduation cycle has been completed, may be subject to evaluation/review by the Educational Quality Team of the faculty at its first meeting since the start of the academic year. The conclusions of the Educational Quality Team may form the basis for changes to its provisions to improve the quality and transparency of the diploma examination.

§ 16

Resolution of the Faculty Council No. 20/2021 of 21 May 2021 on details of the application of the graduation procedure is repealed.

§ 17

The resolution shall enter into force on the date of its adoption.

Chairperson of the Faculty Council

Dean: dr hab. Henryk Marszałek, prof. UWr