

REGULATIONS ON COMPLETING FIRST AND SECOND CYCLE STUDIES AT THE FACULTY OF CHEMISTRY, UNIVERSITY OF WROCLAW

I. Diploma Thesis

§1

1. The thesis is an independent elaboration of a specified scientific issue in the form of a written paper, published article, or project.
2. By the end of the winter semester preceding the academic year in which the thesis will be completed, Heads of Research Group submit proposals for thesis topics to the dean's office for execution within the Team, following the template provided in Attachment No. 1 to these Regulations.
3. Proposals for thesis topics are submitted for approval accordingly:
 - 1) Bachelor's thesis topics to the Bachelor's Degree Awarding Committee;
 - 2) Master's thesis topics to the Master's Degree Awarding Committee.
4. Approved postgraduate thesis topics are made available to students on the Chemistry Faculty's website no later than March 31st of the academic year preceding the academic year in which the thesis will be completed.
5. No later than October 31st of the academic year in which the thesis will be completed, the student submits to the dean's office their choice of thesis topic and supervisor according to the template provided in Attachment No. 2 to these Regulations.
6. Upon the request of a student studying in Polish-language programs, the dean may approve the presentation of the thesis in English.

§2

1. The thesis is prepared under the supervision of a supervisor: a professor, habilitated doctor, or doctor.
2. With the dean's approval, a student may carry out the thesis work at another faculty or outside the University. The student submits a request to the dean for permission to conduct the work outside the University, including:
 - 1) Thesis topic, preliminary work plan, and workplace;
 - 2) Written consent from an external person to act as a supervisor;
 - 3) A statement from the supervisor that the Faculty of Chemistry, University of Wrocław will not incur costs associated with the work conducted outside the Faculty. An external supervisor must meet the criteria specified in paragraph 1.
3. For experimental work, upon the supervisor's request, the dean may appoint a supervisor to assist in the experimental part of the work and oversee the student's safety.

§3

1. The thesis is evaluated by the supervisor and a reviewer appointed by the supervisor according to the conditions specified in §2 paragraph 1.
2. The thesis must be evaluated by at least one habilitated doctor or professor.
3. Reviews of theses completed in English-language programs by foreign students are presented in English.

II. Diploma Examination – General Rules

§4

The conditions for taking the diploma examination are:

- 1) passing all compulsory subjects, practices covered by the study program, and obtaining the required number of ECTS points;
- 2) for first-cycle studies, completing, submitting, and obtaining at least a satisfactory grade for the thesis or obtaining credit for the bachelor's seminar depending on the chosen form of study completion;
for second-cycle studies, completing, submitting, and obtaining at least a satisfactory grade for the thesis.

§5

1. At least 21 days before the scheduled diploma examination date, the supervisor submits to the dean's office a notification of the thesis defense containing the following information:

- 1) Student's name, surname, and ID number;
- 2) Thesis title;
- 3) Name and surname of the reviewer;
- 4) Planned diploma examination date;
- 5) For master's theses, a proposal for the chairperson of the examination committee.

The notification form is available on the website <https://apd.uni.wroc.pl/>

(information tab, access to the form requires logging in). The notification can be submitted electronically to the email address dziekanat.wch@uwr.edu.pl.

2. After submitting the thesis for defence, no later than 14 days before the scheduled diploma examination date, the student enters the following data into the Thesis Archive (APD):

- 1) Language in which the thesis is written;
- 2) Thesis title in Polish and English;
- 3) Summary of the thesis in Polish and English;
- 4) Keywords in Polish and English;
- 5) Electronic version of the thesis prepared as a single PDF file. The file name consists of the abbreviation of the University of Wrocław's name, the digital code of the faculty, the student's ID number, and the year of the thesis placement in the APD system separated by hyphens (UWr-27-student ID-year.pdf);

6) If there are attachments to the thesis, they should be uploaded to the APD system as a compressed file (ZIP, RAR, 7Z, GZIP) with the aforementioned name;

7) Approved statement in the APD about the original creation of the thesis and the possibility of sharing the thesis for scientific, research, and educational purposes;

3. The supervisor submits the student's work for plagiarism check in the Unified Plagiarism System (JSA), retrieves reports, and either approves or requests corrections.

4. After approving the thesis, both the supervisor and the reviewer, no later than 7 days before the scheduled diploma examination date, complete and approve the thesis evaluation forms (reviews) in the APD system.

Information specified in points 5-7 is submitted only electronically in the APD system. Instructions and document templates for students, supervisors, and reviewers are available on the website <https://apd.uni.wroc.pl/> (information tab, access requires logging in).

5. Within 7 days before the scheduled diploma examination date, the student may submit to the dean's office:

1) Application for diploma issuance, supplement in English if the student is interested in receiving it;

2) Application to include additional information in the supplement (internships, scholarships, student organization activities, and other additional achievements during studies). In case of applying for a supplement in English, their translation must also be provided. Additional information must be submitted in paper form to the dean's office and in editable electronic form to the email address: dziekanat.wch@uwr.edu.pl.

6. The protocol of the diploma examination is drawn up electronically in the APD system; committee members approve the protocol in the system, resulting in the submission of an electronic certificate equivalent to signing the protocol. Instructions are available on the website <https://apd.uni.wroc.pl/> (information tab, access requires logging in).

7. The diploma examination is conducted in a stationary form. Upon the supervisor's request and with the consent of all examination participants, remote diploma examinations using the university's MS Teams platform may be allowed in justified cases. The decision in this matter is made by the dean.

§6

1. The diploma examination is conducted before a committee consisting of at least three members: a chairperson and two members.

2. The diploma examination committee is chaired by an academic teacher holding the title of professor or the academic degree of habilitated doctor.

3. The supervisor proposes the chairperson of the master's diploma examination committee at the time of thesis submission for defence. The candidate for chairperson must meet the criteria specified in paragraph 2 and cannot be an employee of the Research Group or the Teaching Group of the supervisor.

4. The members of the master's diploma examination committee are the supervisor and the reviewer.

5. The bachelor's diploma examination committee consists of members of the Bachelor's Degree Awarding Committee.

6. The composition of the diploma examination committee (master's/bachelor's) is approved by the dean.

§7

1. The student takes the diploma examination on the scheduled date. If the student fails the examination in the set term, they are entitled to a second term.
2. The student is not allowed to take the diploma examination in the second term if they receive a passing grade in the first term.

III. Bachelor's Examination

§8

1. The bachelor's examination takes place in four terms proposed by the Bachelor's Degree Awarding Committee and approved by the dean - no later than:
 - a) 2 terms set until July 15;
 - b) 2 terms set until September 30.
2. Bachelor's examination dates are announced no later than April 30.
3. The student will sign up for the chosen term using the Forms link provided by the university mail. The link will be made available at the beginning of June.
4. The examination is conducted in person in computer labs at the Faculty of Chemistry using the e-EDU platform (<https://e-edu.uwr.edu.pl/>) .
5. The examination has a time limit of 90 minutes
6. The examination consists of 40 multiple-choice questions (one correct answer out of four) randomly drawn from the entire pool. Each student receives a different set, but the number of questions from each subject is proportional to the number of ECTS points associated with that subject. For each correct answer, the student receives 1 point.
7. The database of questions for the bachelor's examination is made available to students no later than October 31.
8. Every year, the database of questions for the bachelor's examination is evaluated and updated by the Bachelor's Degree Awarding Committee. Question correction and updating are carried out in consultation with coordinators of subjects included in the study program of the respective degree.

IV. Master's Examination

§9

1. Master's examinations will take place on working days in terms until July 15 and from September 1 to September 15.
2. In the case of individuals who have been removed from the student list due to failure to submit the thesis or diploma examination in time and resume studies within a period not exceeding 2 years from the date of removal from the student list, with the dean's consent, the master's examination may take place within the academic year, after setting the date with the supervisor, reviewer, chairperson of the committee, and the dean's office.