

RULES FOR COMPLETING FIRST- AND SECOND-CYCLE STUDIES AT THE FACULTY OF CHEMISTRY OF THE UNIVERSITY OF WROCLAW

I. Diploma Thesis

§1

1. A diploma thesis is an independent study of a specific scientific issue. A diploma thesis may take the form of a written thesis, a project, or an article.
2. A diploma thesis prepared jointly by a team of students may be accepted as a diploma thesis common to all members of the team.
3. By the end of the winter semester of the academic year preceding the academic year in which the diploma thesis is to be prepared, Heads of Research Teams shall submit to the Dean's Office proposed thesis topics to be carried out within the team, in accordance with the template constituting **Appendix No. 1** to these Rules.
4. In the case of thesis topics intended to be carried out by a team of students, the number of students expected to work on the topic must be specified.
5. Proposed thesis topics shall be submitted for approval as follows:
 - 1) bachelor's thesis topics – to the Bachelor's Degree Awarding Committee;
 - 2) master's thesis topics – to the Master's Degree Awarding Committee.
6. Approved thesis topics shall be published on the website of the Faculty of Chemistry no later than 31 March of the academic year preceding the year in which the thesis is to be prepared.
7. No later than 31 October of the academic year in which the diploma thesis is to be prepared, the student shall submit to the Dean's Office the selected thesis topic and supervisor, using the template constituting **Appendix No. 2** to these Rules.
8. At the request of a student enrolled in programmes taught in Polish, the Dean may grant permission for the thesis to be submitted in English.

§2

1. The diploma thesis shall be prepared under the supervision of a supervisor who is a professor, habilitated doctor, or doctor.
2. With the consent of the Dean, a student may prepare the diploma thesis at another faculty or outside the University. The student shall submit an application to the Dean, which must include:
 - 1) the thesis topic, a preliminary outline, and the place where the thesis will be prepared;
 - 2) written consent of the person outside the University to act as supervisor;
 - 3) a declaration by the supervisor that the Faculty of Chemistry of the University of Wrocław will not incur any costs related to the preparation of the thesis outside the Faculty.The external supervisor must meet the requirements specified in paragraph 1.
3. In the case of an experimental thesis, the Dean may, at the request of the supervisor, appoint a thesis tutor whose task is to assist with the experimental work and supervise work safety.
4. The number of students preparing a joint diploma thesis may not exceed five.
5. In the case of a team diploma thesis, the supervisor is obliged to clearly define the scope and workload of each team member. The size of the thesis should be appropriate to the number of co-authors. Individually prepared parts must be clearly distinguished to allow assessment of both the individual contribution and the academic value of the work.
6. Each student must be prepared to present and discuss their individual part of the thesis.

7. In consultation with the supervisor, the team of students preparing a joint thesis shall prepare a work schedule including deadlines for individual stages and regular team meetings to discuss progress and introduce any necessary corrections.
8. The supervisor of a team thesis is obliged to continuously monitor the team's progress and the performance of assigned tasks, particularly regarding to the involvement of each team member, ensuring that each student makes an independent and significant contribution enabling individual assessment.
9. A team diploma thesis shall be assessed as a whole by the supervisor and the reviewer.

§3

1. The diploma thesis shall be assessed by the supervisor and a reviewer. The reviewer shall be appointed by the supervisor.
2. At least one of the assessors must be a habilitated doctor or a professor.
3. Reviews of diploma theses prepared in programmes taught in English by foreign students shall be written in English.
4. If the reviewer awards a failing grade, the Dean shall appoint an additional reviewer meeting the requirements specified in paragraph 2. The assessment of the additional reviewer shall be final.

II. Diploma Examination – General Rules

§4

A condition for admission to the diploma examination is:

- 1) completion of all compulsory courses and internships included in the study programme and obtaining the required number of ECTS credits;
- 2) for first-cycle studies – completion, submission, and obtaining at least a satisfactory grade for the diploma thesis, or obtaining a pass in the bachelor's seminar, depending on the chosen form of completion; for second-cycle studies – completion, submission, and obtaining at least a satisfactory grade for the diploma thesis.

§5

1. No later than 21 days before the planned date of the diploma examination, the supervisor shall submit to the Dean's Office a notification of the thesis defense including:
 - 1) the student's first name, surname, and student ID number;
 - 2) the title of the diploma thesis;
 - 3) the name and surname of the reviewer;
 - 4) the planned date of the diploma examination.The notification form is available at <https://apd.uni.wroc.pl/> (Information tab; login required). The notification may be submitted electronically to dziekanat.wch@uwr.edu.pl.
2. After the thesis defense has been registered, no later than 14 days before the planned examination date, the student shall enter the following data into the Archive of Diploma Theses (APD):
 - 1) the language in which the thesis is written;
 - 2) the thesis title in Polish and English;
 - 3) an abstract in Polish and English;
 - 4) keywords in Polish and English;
 - 5) an electronic version of the thesis as a single PDF file;
 - 6) if there are appendices, they must be uploaded as a compressed file (ZIP, RAR, 7Z, GZIP);
 - 7) an approved declaration of authorship and consent to make the thesis available for academic, research, and teaching purposes.

3. In the case of a team thesis, the above data shall be entered into APD by the student designated by the supervisor.
4. The supervisor shall submit the thesis for plagiarism checking in the Unified Anti-Plagiarism System (JSA), obtain the reports, and either approve the thesis or require corrections.
5. After approval of the thesis, the supervisor and reviewer shall complete and approve the thesis assessment forms in APD no later than 7 days before the examination date.
6. No later than 7 days before the planned examination date, the student may submit to the Dean's Office:
 - 1) an application for issuance of the diploma and an English-language supplement, if desired;
 - 2) an application for inclusion of additional information in the supplement (internships, scholarships, student organisation activities, and other achievements). If an English supplement is requested, translations of additional information must be provided.
7. The diploma examination report shall be prepared electronically in APD and approved by the committee members, which constitutes an electronic certification equivalent to signing the report.
8. The diploma examination shall be conducted in on-site form. In justified cases, at the request of the supervisor and with the consent of all participants, the examination may be conducted remotely using the MS Teams platform. The decision shall be made by the Dean.

§6

1. The diploma examination shall be conducted before a committee of at least three members: a chair and two members.
2. The chair of the committee shall be an academic teacher holding the title of professor or the degree of habilitated doctor.
3. The chair shall be appointed by the Dean and may not be employed in the same Research Team or Teaching Unit as the supervisor.
4. The members of the committee shall be the supervisor and the reviewer.
5. The bachelor's examination committee may consist of members of the Bachelor's Degree Awarding Committee.

§7

1. The student shall take the diploma examination on the scheduled date. If the student fails the examination, a second date shall be granted.
2. A student who has received a positive grade on the first date is not entitled to take the examination on the second date.

III. Bachelor's Examination

§8

1. The bachelor's examination shall be held on four dates proposed by the Bachelor's Degree Awarding Committee and approved by the Dean, including:
 - a) two dates no later than 15 July;
 - b) two dates no later than 30 September.
2. Examination dates shall be announced no later than 30 April.
3. A student removed from the list of students due to failure to submit the thesis or failure to take the diploma examination on time may, with the consent of the Dean, take the bachelor's examination after resuming studies, provided that no more than two years have elapsed since removal. Studies may be resumed only once, before the start of the summer semester.

4. The student shall register for a selected date via a Microsoft Forms link sent to the student's university email address in early June. A link to the form will also be available at <https://chem.uwr.edu.pl/programy-miedzynarodowe/study-in-english/documents-and-regulations/#examination>.
5. Before taking the bachelor's examination, the student shall present the diploma thesis to a committee consisting of the chair, the supervisor, and the reviewer.
6. The thesis presentation shall be oral and shall take place on one of the three days preceding the bachelor's examination, on a date set by the supervisor.
7. The examination shall be conducted on-site in computer rooms at the Faculty of Chemistry using the e-EDU platform.
8. The time limit for the examination is 90 minutes.
9. The examination consists of 40 multiple-choice questions (one correct answer out of four) drawn from the entire question pool. Each student receives a different set. The number of questions from a given subject is proportional to the number of ECTS credits assigned to that subject. Each correct answer is worth 1 point.
10. The question pool for the bachelor's examination shall be made available to students no later than 31 October.
11. Each year, the question pool shall be reviewed and updated by the Bachelor's Degree Awarding Committee in consultation with subject coordinators.
12. A condition for passing the diploma examination is obtaining at least 24 correct answers out of 40.
13. The grading scale for the diploma examination is as follows:
 - 0–23 points – fail (2.0)
 - 24–27 points – satisfactory (3.0)
 - 28–30 points – satisfactory plus (3.5)
 - 31–34 points – good (4.0)
 - 35–37 points – good plus (4.5)
 - 38–40 points – very good (5.0).

IV. Master's Examination

§9

1. Master's examinations shall be held on working days **no later than 15 July and between 1 September and 15 September**.
2. The diploma examination shall include:
 - 1) presentation of the diploma thesis;
 - 2) discussion of the diploma thesis;
 - 3) assessment of the level of knowledge and skills in the field of study.
3. In programmes taught in Polish, the master's examination may, with the consent of the Dean, be conducted in English. An application may be submitted by the supervisor or the student.
4. A student removed from the list of students due to failure to submit the thesis or failure to take the diploma examination on time may, with the consent of the Dean, take the master's examination after resuming studies, provided that no more than two years have elapsed since removal. The examination may take place during the academic year after agreement with the supervisor and reviewer. Studies may be resumed only once, before the start of the semester in which the student intends to take the examination.

BACHELOR'S / MASTER'S THESIS TOPICS for the academic year

Note: In the "Pref." column, indicate the preferred specialisation or programme (no preference means the topic is available to all programmes and specialisations). In the "Remarks" column, indicate the thesis supervisor; additionally, for bachelor's theses, specify the type: theoretical, experimental, computational, or all types.

Programme codes:

CH – Chemistry

CHMED – Medical Chemistry

CHTS – Chemistry and Forensic Toxicology

ZCH – Green Chemistry

ZB.....

No	THESIS SUPERVISOR	Pref.	TOPIC OF DIPLOMA DISSERTATION	COMMENTS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Please fill out the form clearly using CAPITAL letters)

GRADUATE STUDENT INFORMATION CARD

1. Surname and name of the Student.....

2. Student's ID Number.....

3. e-mail of the Student.....

4. Field of study/specialization:

5. Level of studies (1st cycle/2nd cycle):

6. Thesis supervisor:

7. Dissertation advisor(as long as it is designated):

8. Research Group:

9. Title of Diploma Thesis (preliminary):

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Date

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Student's signature

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Date

.....
Supervisor's signature

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Advisor's signature

Attention

Point 9 is completed by the supervisor. The student submits the completed form to the dean's office by October 31.