Directive No 2/2018 of the Dean of the Faculty of Biotechnology

of 8 March 2018

**on the introduction of the** ***Procedure of awarding degrees*, verifying diploma theses**

in the anti-plagiarism system, archiving diploma theses
in the Archive of Diploma Theses (APD) and forwarding the theses
to the ***National Repository of Written Diploma Theses (ORPPD).***

This directive specifies a detailed schedule of the *Procedure of awarding degrees, verifying diploma theses in the anti-plagiarism system, archiving diploma theses in the Archive of Diploma Theses (APD) and forwarding the theses to the National Repository of Written Diploma Theses (ORPPD)* in accordance with the Directive No 9/2018 of the Rector of the University of Wrocław of 7 February 2018.

1. Supervisor, 16 working days prior to the diploma examination, is obliged to submit to the Dean’s office a completed and signed form printed from the APD system with information on upcoming defenses. The information should be provided individually for each student and include:
2. first name(s), last name, and student identification number;
3. title of the thesis in the original language;
4. members of the diploma Examination Board, in particular:
5. Supervisor’s full name and academic title or degree;
6. Reviewer’s full name and academic title or degree;
7. Board chairperson’s full name and academic title or degree;
8. planned date for thesis defense.
9. **Along with the information about upcoming exams, the Supervisor is obliged to attach a written consent of the holder of information protected by law, including professional secrecy contained in the thesis,** to render the diploma thesis available in the ***National Repository of Written Diploma Theses***. **The consent should be submitted by the student before writing the thesis.**

1. After receiving the information, referred to in article 2 from the Supervisor, but 15 working days before the date of the diploma exam, the Dean’s office is obliged to enter the following information into the USOS system:
2. title of the thesis in the original language;
3. members of the diploma Examination Board, in particular:
4. Supervisor’s full name and academic title or degree;
5. Reviewer’s full name and academic title or degree;
6. Board chairperson’s full name and academic title or degree;
7. planned date for the thesis defense.
8. After the Dean’s office enters the data into the USOS system, but 14 working days before the diploma examination, the Student is obliged to enter the following information into the APD system:
9. the name of the language in which the diploma thesis has been submitted;
10. thesis title in Polish if the thesis has been written in another language - up to 300 characters;
11. a concise summary of the thesis in Polish, if the language of the original thesis is Polish; and a concise summary of the thesis both in Polish and in the original language if the thesis has been written in a language other than Polish - up to 4000 characters;
12. keywords in Polish, if the language of the thesis is Polish; and keywords in Polish and in the original language, if the thesis has been written in a language other than Polish - up to 1000 characters;
13. electronic version of the thesis in the form of a single pdf file. Appendices to the diploma theses shall be entered into the APD system as additional zip attachments (ZIP, RAR, 7Z, GZIP). The file should be named following the guidelines below, namely: abbreviation of the University of Wrocław (**UWr**), a digital code of the Department of biotechnology (**29**), student identification number (4 to 6 digits), the year of posting the thesis in APD, each separated by a hyphen (-) e.g.: **UWr-29-123456-2018**
14. English translation of the elements referred to in art. 2 to 4, if required by the Board of the Department.
15. **Supervisor, 7 working days** before the date of the exam, is obliged to:
16. confirm the thesis in the APD system;
17. complete and approve the form of diploma examination grade in the APD system (review of the diploma thesis);
18. submit the printed (from the APD system) and signed review form to the Dean’s office.
19. submit the report of similarity (first page of the document) from the anti-plagiarism system, printed from APD.
20. **Reviewer, 7 working days** before the date of the exam, is obliged to:
21. confirm the thesis in the APD system;
22. complete and approve the form of diploma examination grade in the APD system (review of the diploma thesis);
23. submit the printed (from the APD system) and signed review form to the Dean’s office.
24. **Student, 4 days prior to the diploma examination**, and after getting the Supervisor’s approval of his/her thesis in the APD system, submits to the Dean’s Office one copy of the dissertation (printed double-sided with page numbers from the APD system), bound in a thin cardboard cover with a paper spine in the colour specific for the department as described in the University’s Visual Identification System.
25. **Along with the diploma thesis referred to in art. 7, the Student submits a copyright statement signed and permanently attached to the thesis.** Template for the copyright statement is included in the Directive of the Rector of the University of Wrocław on keeping student records at the University of Wrocław.

1. Dean’s office, 3 working days before the date of the exam, is required to verify:
2. whether the diploma thesis and data referred to in art. 4 have been entered into the APD system;
3. whether the thesis entered by the student has been confirmed by the Supervisor in the APD system in accordance with art. 5.1;
4. whether the reviews have been entered into the APD system in accordance with art. 5 and 6;
5. whether the similarities report has been printed from the anti-plagiarism system and included in the student files;
6. whether the paper version of the thesis, as referred to in art. 7, submitted by the student to the Dean’s office is consistent with the electronic version posted on APD. Verification of the paper version of the thesis against its electronic version shall be conducted by verification of the control numbers of the pages allocated by APD system.
7. One working day before the student takes the diploma examination, and after fulfilling all the conditions set out in articles 2 to 9, the Dean’s office prints out the USOS generated diploma examination report containing data referred to in art. 3.
8. Examination Board, following the exam, submits the report to the Dean’s office. The report should include:
9. title of the thesis;
10. grade for the thesis;
11. date of the exam;
12. first name(s) and surname of the student;
13. Student Identification Number;
14. full names, signatures, titles, degrees or professional titles of the members of the Examination Board;
15. list of questions asked and grades the student received after answering them;
16. average overall grade for the whole course of studies;
17. grade for the diploma examination;
18. final grade;
19. professional title obtained.
20. The report of the exam may also include other data (information) in accordance with separate provisions.
21. On the basis of the report of the exam the Dean’s office generates a diploma number in USOS via the central university registry of diploma numbers.

Dean of the Faculty of Biotechnology