Ordinance No.2/2022
of the Dean of the Faculty of Biotechnology
at the University of Wrocław
of 20 May 2022

introducing the schedule and scope of activities stemming from the 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.

This Ordinance introduces a detailed schedule for the implementation of the provisions that stem from Ordinance No. 112/2022 of the Rector of the University of Wrocław of May 12, 2022 on *the 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.*

1. The Bachelor's and Master's degree examinations at the Faculty of Biotechnology take place on the dates set by the Dean, after approval by the Faculty Council.

2. 21 days prior to the date of the diploma examination **the student is required** to submit to the Dean's office the Request for the diploma examination to be conducted. The Request has to be **signed by the supervisor.** The Request template is set out in **Appendix 1 or 2.**

The reviewer of the bachelor's/master's thesis is selected by the supervisor.

3. The request for the diploma examination to be conducted **should be accompanied by the Statement**, i.e. the consent of the administrator of secrets protected by law, including professional secrets contained in the diploma thesis, to making the diploma thesis available in the Repository of Written Diploma Theses (**Appendix 3**). The Statement has to be signed by the supervisor.

4. Upon the receipt of the information referred to in sec. 2 from the supervisor and not later than **19 days** before the set date of the exam, an **employee at the Dean's Office** is required to enter the following into the USOS system:

1) the title of the diploma thesis in the original language;

2) information about the members of the commission conducting the diploma examination, especially:

a) the supervisor's name (s) and surname, academic title or degree;

b) the reviewer's name (names) and surname, academic title or degree;

c) the chairperson's name (names) and surname, academic title or degree;

3) planned date of the diploma examination,

5. 17 days prior to the date of the diploma examination, after the data has been entered into the US OS system by an employee of the Dean's Office, **the student is obliged to:**

1) enter the following into the APD system:

    a. the language in which the original diploma thesis will be submitted,

    b. the title of the diploma thesis in Polish, if the original language of the thesis is a foreign language - maximum character limit 1000,

    c. 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,

    d. key words in Polish, if the language of the original thesis is Polish, and key words in Polish and in the language of the original thesis if the language of the original thesis is a foreign language - maximum character limit 1000,

    e. an electronic version of the diploma thesis prepared as a single file in PDF format. In diploma theses, attachments should be entered into the APD system as an additional zipped attachment (ZIP, RAR, 7Z, GZIP). GZIP). The file name 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 of uploading the diploma thesis to the APD system, and the individual elements of the file name are separated by a hyphen, e.g: UWr-29-123456-2018;

    f. translations into English of the elements referred to in points **b - d**;

2) check whether the title of the diploma thesis in the PDF version is identical to the title entered in the APD. After the student completes the steps given above and selects the **"Send for approval by the supervisor"** option, the APD system automatically informs the supervisor of the submission of the thesis for approval via e-mail;

3) approve in the APD system of a **declaration about the authorship of the diploma thesis** and the possibility of making the diploma thesis available for academic, research and teaching purposes.

6. Not later than 14 days before the set date of the exam **the supervisor** is obliged to:

1) check required elements of the diploma theses, e.g.:

   a. the compliance of the title of the diploma thesis uploaded as a PDF by the student with the title entered into the USOS and APD systems,

   b. title page and abstract in Polish language if the original language of the thesis is a foreign language,

   c. abstract in English if the original language of the thesis is Polish language.

2) upload of the diploma thesis posted by the student in the APD system to the Anti-Plagiarism System (note: JSA verification may take up to 48 hours).

A thesis may be submitted for re-checking in the Anti-Plagiarism System within the same examination as a new attempt only once.

Upon the receipt of the JSA verification result:

3) assessment of the similarity report generated from the Anti-Plagiarism System;

4) approval of the diploma thesis in the APD system if there are no prerequisites indicating that the thesis has been written in breach of copyrights and submission of an **electronic statement of acceptance of the diploma thesis for defence**;

5) If there is a suspicion of copyright infringement in the diploma thesis, the **supervisor** notifies the dean, who applies to the rector for an investigation.

   a. If the assessment of the similarity report reveals that the diploma thesis does not contain indications of plagiarism, but is the result of the author's lack of diligence when using other people's works in the diploma thesis, the supervisor shall immediately notify the dean and the student that the diploma thesis has been withdrawn for correction in this respect, at the same time indicating the proportion of the text authored by the student presenting the thesis and the source materials included in the diploma thesis. The student corrects the diploma thesis and attaches an electronic version of the corrected paper, which the supervisor sends to the anti-plagiarism system

   b. After rechecking the thesis in the Anti-Plagiarism System, the supervisor sends the appropriate written information to the dean's office and submits an electronic statement

7. The supervisor and reviewer are required to complete and approve the diploma thesis evaluation form in the APD system (thesis review) **7 days** prior to the date of the diploma examination.

8. Not later than 3 working days prior to the date of the diploma examination **the Dean's Office employee** is obliged to check whether diploma thesis is approved by the supervisor and both reviews are uploaded.

9. Not later than 3 working days prior to the date of the diploma examination **the student** submits to the Dean's office (as a separate document or scans):

   a. additional information to the supplement (Appendix 4),
   b. statement that s/he verified all grades and ECTS credits earned required by the appropriate study programme (Appendix 5),
   c. liability card,
   d. clearance slip (Appendix 7),

Students who want to obtain a copy of the diploma in English should submit an application for its issuance (Appendix 6).

The fee for the diploma is paid only by students who started their studies before the academic year 2018/19. The proof of payment for the diploma in the amount of PLN 60, for a copy in English an extra fee of PLN 40 (payments should be made to the student's individual account in the USOSweb system, at least 3 days before submitting the complete set of documents to the Dean's Office so that the amount is credited to the account).

Diploma examination:

According to the Ordinance No. 112/2022, **the diploma examination protocol is in an electronic form only.**

10. After conducting the diploma examination, the committee members immediately approve in the APD system a diploma examination protocol containing in particular:

   a. title of the diploma thesis;
   b. evaluation of the diploma thesis;
   c. the date of the examination;
   d. name(s) and surname of student;
   e. album number;
   f. names and surnames, signatures and academic titles, scientific degrees or professional titles of the members of the committee responsible for the diploma examination;
   g. the content of the questions asked and the marks obtained;
   h. the grade point average achieved during the studies;
   i. a mark from the diploma examination;
   j. the final outcome of the studies;
   k. the professional title obtained.

11. If, in accordance with the study regulations, the grade on the diploma is raised, the chairperson of the diploma examination committee is obliged to enter a note in the APD system that reads: The grade on the diploma was raised in accordance with the applicable study regulations.

12. The **Dean's Office employee** prints out the diploma examination protocol, reviews, and Diploma Thesis Card confirming that the thesis has been stored in the APD, and places it in the student's folder.

13. On the basis of the transcript of the diploma examination, an employee of the dean's office assigns a diploma number in the USOS system from the central, university register of diploma numbers.

Final remarks:

14. In exceptional circumstances, upon a written and justified request of the supervisor or student, the diploma examination may be conducted on a date other than that specified in point 1. The relevant application is sent to the Dean. The decision in this matter is final.

15. Failure to meet the deadlines specified in this procedure or failure to perform the required activities in the APD may result in the diploma examination being held later than planned. Each time a new date is set by the Dean.

16. In justified cases, the supervisor may agree (in consultation with the reviewer) for the student to enter the thesis into the APD system later than indicated in the schedule, provided that the deadline for preparing and approving the review by the supervisor and the reviewer is set at least 7 days prior to the date of the diploma examination.

17. The USOS system coordinator grants the access to an account in the USOS system and APD to external supervisors and reviewers. The Dean's Office employee notifies the USOS coordinator about the need to create accounts in the system for the above-mentioned persons.

18. The ordinance will enter into force on the day of its signature.

the Dean of the Faculty of Biotechnology

Dorota Nowak, PhD., Professor at the University of Wrocław

Wydział Biotechnologii
DZIEKAN
dr hab. Dorota Nowak, prof. UWr
(4)

APPLICATION FOR **A TRADITIONAL** DIPLOMA EXAM

prof. dr hab. Dagmara Jakimowicz

Vice-Dean for Teaching

Faculty of Biotechnology, UWr

DEGREE PROGRAMME / MAJOR:

....

SUPERVISOR /title, name, surname/:

....

REVIEWER /title, name, surname/ :

....

STUDENT /name, surname, album number, phone number/

....

....

Dissertation title /master/bachelor/ ....

....

....

....

Proposed date of the defense:

....

Wrocław, ...

....

(Supervisor's signature)

APPLICATION FOR **A REMOTE** DIPLOMA EXAM

prof. dr hab. Dagmara Jakimowicz

Vice-Dean for Teaching

Faculty of Biotechnology, UWr

STUDENT /name, surname, album number, phone number/

....

....

       I kindly request the permission to take a remote diploma exam using IT technologies. I confirm that I have access to a computer with a web camera and a microphone, with the Internet connection allowing to participate in videoconferences (minimum speed 4 mb/, recommended minimum upload/download speed 10 mb/s). I confirm my familiarity with and access to MS Teams platform under MS Office 365 service for the University of Wrocław using the student account in @uwr.edu.pl domain. I agree to ensure the conditions set out in Annex No. 3 – *Conditions for conducting a remote diploma exam.*

Dissertation title |master/bachelor|

....

....

SUPERVISOR:

....

REVIEWER:

....

Defense date:

....

....

(student's signature)

....

(Dean's decision and signature)   (Supervisor's opinion and signature)

Wrocław, ...

....
(name of the institution)

....
(address details)

NOTICE

I agree to make my diploma thesis on the following topic available in the Repository of written diploma theses*:...

....

written by Mr./Ms.** ....

a student of the Faculty ....

under the supervision of the supervisor ....

in connection with the use of confidentiality ....

....
(stamp and signature of authorised person)

* ACT of 20 July 2018. **Law on higher education and science** (consolidated text Journal of Laws of 2022, item 574, as amended)

Article 347 [Repository of written diploma theses]
1. The repository of written diploma theses includes:
    1) title and content of the diploma thesis;
    2) names and surname of the author of the diploma thesis;
    3) the PESEL number of the author of the diploma thesis or, failing that, the number of the document confirming identity and the name of the country which issued it;
    4) the name and surname of the diploma thesis supervisor, his/her PESEL number or, failing that, the number of the document confirming identity and the name of the country which issued it;
    5) the name and surname of the thesis reviewer, his/her PESEL number or, failing that, the number of the document confirming identity and the name of the country which issued it;
    6) the name of the university;
    7) the date of passing the diploma examination;
    8) field of study, level and profile.
2. Theses containing information protected under the provisions on the protection of classified information shall not be placed in the repository.
3. The data referred to in sec. 1 shall be entered into the repository by the rectors.
4. The rector enters the content of the diploma thesis into the repository immediately after the student passes the diploma examination.
5. Access to the data referred to in sec. 1 shall be available to the supervisor of the diploma thesis and PKA, as well as to the minister to the extent necessary for the proper maintenance and development of the repository and the IT systems supporting the repository.

** delete as appropriate

....   Wroclaw, date ....
Name and surname
(Imię i nazwisko)

....
Field of study, year of completion
(Kierunek studiów, rok ukończenia)

....
Student identification no.
(Numer albumu)

....
Mobile phone, e-mail
(Telefon kontaktowy, adres e-mail)

ADDITIONAL INFORMATION FOR THE SUPPLEMENT

Please include in the Supplement the following information*:
Proszę o uwzględnienie w Suplemencie następujących, dotyczących mnie, informacji* o:

1. Internships performed during the study
    (Odbytych praktykach w okresie studiów)

....

2. Participation in Student Research Groups (name, responsibility, participation period)
    (Udziale w kołach naukowych (nazwa KN, pełnione funkcje, okres przynależności))

....

3. Active participation in local Student's Council and Student's organizations (e.g., responsibilities)
    (Aktywnym udziale w Samorządzie i organizacjach studenckich (m.in. pełnione funkcje))

....

4. Studies within the course of MOST Mobility Program (name of the University, semester)
    (Studiach w ramach Programu Mobilności MOST nazwa uczelni, semestr)

....

5. Studies within the course of SOCRATES/ERASMUS Program or others(name of the University, semester)
    (Studiach w ramach Programu SOCRATES/ERASMUS lub innych (nazwa uczelni, semestr))

....

6. Scholarships for academic achievements at the UW and outstanding academic achievements (MENiS scholarship)
    (Stypendiach za wyniki w nauce na UWr oraz wybitne osiągnięcia w nauce (stypendium MENiS))

....

7. Achievements in Academic Sport Association (discipline, character of achievements)
    (Osiągnięciach w sporcie akademickim (dyscyplina, charakter osiągnięć))

....

8. Award achievement in the course of the study
(Otrzymaniu nagrody w ramach studiów)

....

9. Other achievements and forms of student activity
(Innych osiągnięciach i formach aktywności studenckiej)

....

....

....
Signature
(Podpis)

List of attachments documenting the above-mentioned information
(Wykaz załączników dokumentujących podane powyżej informacje)

....
-
....
-
....

* The above-mentioned information – except for those which can be confirmed by Dean – should be documented
(* Podane powyżej informacje – za wyjątkiem tych, które może potwierdzić Dziekanat – winny być udokumentowane)

Wrocław, ...

....

Name and surname

....

Field of study, year of completion

....

Student identification no.

I declare that **I have / have not*** received a credit for all modules of classes and the required number of .... ECTS points provided for the **1st / 2nd*** study programme at the Faculty of Biotechnology, University of Wrocław.

fill in, if applicable:

I have taken the last retake exam in .... on ....
Results will be announced on .... I undertake to immediately inform the Supervisor and the Dean's Office in case of failure.

....

Studen's signature .

* delete as appropriate

Wroclaw, date ....

....
Name and surname
(Imię i nazwisko)

....
Field of study, year of completion
(Kierunek studiów, rok ukończenia)

....
Student identification no.
(Numer albumu)

....
Mobile phone, e-mail
(Telefon kontaktowy, adres e-mail)

Dean of the Faculty of Biotechnology

R E Q U E S T
(P O D A N I E)

I kindly request to issue:
- Master's/Bachelor's* diploma in English
- Master's/Bachelor's * diploma supplement in English

The title of thesis in English: ....

....

....

....

....
Signature
(Podpis)

*delete as appropriate

CLEARANCE SLIP

KARTA OBIEGOWA

Student (male/female) (Student(ka))   ....

       student identification no. (numer albumu)   ....

       field of study (kierunek studiów)   ....

met all commitments in relation to the organization units:

(wywiązał(a) się ze wszystkich zobowiązań wobec n/w jednostek organizacyjnych):

Department in which Master's/Bachelor's thesis has been completed: (Zakład, w którym wykonano pracę mgr./lic.):	Signature of the supervisor or the head of the department; stamp (podpis promotora lub kierownika zakładu; pieczęć)
Return of access control card and locker key (Zwrot karty kontroli dostępu oraz klucza do szafki)	Signature and stamp - room 0.34 (podpis i pieczątka – pokój 0.34)
Return of student ID card (Zwrot legitymacji)	Signature and stamp – Dean's Office (podpis i pieczątka - Dziekanat)