**Decree No. 4/2016**

**Dean of the Faculty of Biotechnology**

**of 25 February 2016**

**on the detail procedures of achieving a degree and archiving diploma theses**

**using the Archive of Diploma Theses (APD)**

1. This regulation introduces a detailed schedule of procedures of achieving a degree and archiving diploma theses using the Archive of Diploma Theses System based on a decree of Rector of the University of Wroclaw No. 98/2016 of 20 October 2016.

2. Supervisor is required to deliver to the Dean's office 16 days before the date of the diploma examination personally signed information on planned defenses using the form from the APD system. Information is prepared separately for each student and includes:

1) name (s), surname and student identification number;  
2) title of the thesis in the original language;  
3) members of the committee conducting the diploma examination, in particular:

a) name (s) and surname, academic degree or scientific degree of supervisor;

b) name (s) and surname, academic degree or scientific degree of reviewer;

c) name (s) and surname, academic degree or scientific degree of chairperson;

4) planned date of thesis defense.

3. The employee of the Dean's office 15 days before the date of the diploma examination, after receiving information from the supervisor contained in point 2, is obliged to introduce to the USOS system:

1) title of the thesis in the original language;

2) members of the committee conducting the diploma examination, in particular:

a) name (s) and surname, academic degree or scientific degree of supervisor;

b) name (s) and surname, academic degree or scientific degree of reviewer;

c) name (s) and surname, academic degree or scientific degree of chairperson;

3) planned date of thesis defense.

4. Student has 14 working days prior to diploma examination, after introduction of data into the USOS system by the Dean's office employee, is obliged to introduce to the APD system:

1) name of the language in which the original diploma dissertation was submitted;

2) title of diploma thesis in Polish, if a foreign language is the language of the original work – maximum character limit is 300;

3) a brief summary of the work in Polish if Polish language is the original language and a brief abstract of the study in Polish and in the original language if the dissertation is prepared in a language other than Polish – maximum character limit is 4000;

4) keywords in Polish language if the original language of the thesis is Polish and keywords in Polish language and the original language if foreign language is the language of the thesis – maximum character limit is 1000;

5) electronic version of the thesis (CD) in a thin envelope signed by the author, prepared as a one file in two formats: TXT in UTF8 encoding and in PDF format. In the diploma theses containing appendixes, they should be added to the APD system as an additional packed package (ZIP, RAR, 7Z, GZIP). File name cannot contain diacritics;

6) translation of the elements referred to in points 2 – 4 into English if required by the Faculty Board

5. Supervisor prior to 7 working days before the date of the diploma examination is obliged to:

1) approve the diploma thesis in the APD;

2) complete and approve thesis evaluation form (review of the diploma thesis) in the APD system;

3) submit a revision printed from the APD system and signed.

4) submit a plagiarism report printed from the APD system

6. Reviewer prior to 7 working days before the date of the diploma examination is obliged to:

1) approve the diploma thesis in the APD;

2) complete and approve thesis evaluation form (review of the diploma thesis) in the APD system;

3) submit a revision printed from the APD system and signed

4) submit a report of Plagiarism checker printed from the APD system

7. Student prior to 4 working days before the diploma examination, after approval of the work in the APD system by the supervisor, shall submit one copy of the diploma thesis in the Dean's office plus any appendixes (printed on both sides from the APD system together with APD-assigned page numbers, font not larger than 12, with spacing between lines not larger than 1.5), bound to a thin cardboard and paperback ridge in the color of the faculty, consistent with the Visual Identity System of the University of Wroclaw.

8. Student submits together with the diploma thesis referred to in issue 7, a statement on the author's work signed and permanently attached to the thesis. A file of the statement about the author's thesis is defined by the Rector's decree of the University of Wroclaw on the documentation in of the course of studies at the University of Wroclaw

Employee of the Dean's office, prior to 3 working days before the date of the diploma examination, is obliged to check:

1) whether student’s diploma thesis and data referred to in point 4 were introduced into the APD system;

2) whether student’s diploma thesis was approved by the supervisor in the APD system according to point 5.1;

3) whether reviews were introduced into the APD system in accordance with point 5 and 6;

4) whether the student file contains a printed report of similarity delivered from the anti-plagiarism service;

5) whether the paper version of the diploma thesis referred to in point 7, submitted by the student in the Dean's office is compatible with the electronic version placed in the APD system. Verification of the paper version of the diploma thesis with the electronic version is provided by checking the control numbers of the pages allocated by the APD system.

Before 1 working day preceding the student's diploma examination, after fulfilling all the conditions specified in points 2 – 9, the Dean's office employee prepares a printout of the diploma examination report containing data specified in point 3 from the USOS system.

Dean of the Faculty of Biotechnology

Dr hab. Dorota Nowak