

## **THESIS PROCEDURE**

### **1. Documents related to the procedure**

- Regulations of Studies at Wrocław University of Science and Technology
- Rector's ID 75/2015 of October 2, 2015
- Degree programme plans and curricula
- Internal Rules of Conduct at the Faculty of Electronics of Wrocław University of Science and Technology no. 1/2015 of October 26, 2015

### **2. Scope of the procedure**

The procedure applies to students of the last semester of 1st and 2nd cycle full-time and part-time degree programmes, academic and research staff and academic teachers, Vice-Deans responsible for the thesis procedure with respect to 1st and 2nd cycle degree programmes, the staff of the Dean's Office, and Secretaries of Thesis Examination Commissions.

### **3. Description of actions to be taken according to the procedure**

- 3.1. The Secretary of the Thesis Examination Commission enters the following student data into the JSOS system:
  - title of the student's thesis in Polish and English,
  - language in which the thesis was written,
  - information on the thesis advisor.
- 3.2. The student enters a file with the final version of their thesis (approved by the advisor) along with annexes, keywords, and a concise abstract of the thesis into the ASAP system; the thesis must be entered as a single electronic file in one of the following formats: ODT, DOC, DOCX, or PDF (only editable files are permitted).
- 3.3. The student sends the thesis entered into ASAP for the advisor's approval.
- 3.4. Within two workdays of the student's entering of their thesis into ASAP, the advisor checks whether the thesis is identical to the approved version and orders thesis analysis in the system.
- 3.5. The advisor analyses the similarity report generated by ASAP within 3 workdays of ASAP's message that the report was generated, and:
  - a) if the advisor deems the thesis to be a plagiarism, the student is not allowed to take the thesis examination. The advisor immediately notifies the Dean of this fact, attaching a report of the thesis originality audit and a printout of the report generated by ASAP.
  - b) if the advisor deems that the thesis does not include evidence of plagiarism but the excessive number of quotations indicates the student's low extent of self-reliance and originality, the student is not allowed to take the thesis examination. Upon consultation with the advisor, the student makes a correction of their thesis, which then undergoes the anti-plagiarism procedure again.
  - c) if the advisor deems the thesis to have been authored by the student on their own (the thesis is not a plagiarism):
    - they fill out and sign the report on thesis originality audit and conveys it to a relevant Secretary of a Thesis Examination Commission,
    - they enter the grade for the Thesis course into the JSOS system,

- they review the thesis and convey the opinion along with the thesis to the reviewer.
- 3.6. After reviewing the thesis, the reviewer conveys both opinions (their own and the advisor's) to the Secretary of a Thesis Examination Commission relevant to the specialisation and conveys the thesis to the advisor.
- 3.7. After obtaining the last credit in their electronic grade book, the student submits a declaration of the completion of their degree programme curriculum to the Dean's Office - Didactics Services Section within 3 workdays of their obtainment of the last credit. All grades must have the "Approved" status in the JSOS system.
- 3.8. Within 3 workdays, an employee of the Dean's Office - Didactics Services Section verifies the completeness of grades in the system and the documentation related to the student's obligatory internships. After positive verification, the employee handling the matter conveys the declaration to the IT Section for further processing or otherwise notifies the student of inconsistencies or incomplete information.
- 3.9. The IT Section verifies the fulfilment of the student's degree programme curriculum. The order in which the declarations are verified is established in accordance with the date of declaration submission and the set examination schedule in a manner enabling a steady examination process. In the event there is a need to supplement the documentation or explain inconsistencies, the student is notified by electronic mail. In the event there is no possibility of verifying a proper number of students for the purpose of their thesis defences according to the schedule, a relevant Secretary of the Thesis Examination Commission is notified of this fact.
- 3.10. After analysing the student's achievements, an employee of the IT Section notifies the student and the Secretary of the Thesis Examination Commission about the completion of the verification process and a defence date allotted according to the schedule. The student receives information about the allotted defence date at least 5 days prior to that date.
- 3.11. The schedule of thesis examinations is established by Vice-Deans responsible for the thesis procedure respectively for the 1st and 2nd cycle degree programmes and the head of the IT Section and then announced on the Faculty's website no later than 21 days before the first examinations.
- 3.12. Within 5 days of the student's receipt of the notification with respect to the completion of the verification process, they submit relevant documents along with a confirmed declaration about the fulfilment of their degree programme curriculum to the relevant Secretary of the Thesis Examination Commission.
- 3.13. The Secretary of the Thesis Examination Commission establishes a date for the student's thesis examination (unless it was established before, according to the schedule) and notifies the student of this fact by electronic mail sent to the student's mailbox.
- 3.14. The student's failure to turn up on the set date of the thesis examination will result in the application of the provisions of §26 of the Regulations of Studies at Wrocław University of Science and Technology.
- 3.15. After the completion of the thesis examination, the Secretary of the Thesis Examination Commission is obliged to enter information related to the course of the thesis examination in the JSOS system and deliver the degree candidate's complete

documents on paper to the Dean's Office - Students' Matters Section no later than on the following workday.

- 3.16. After the verification of the documentation delivered by the Secretary of the Thesis Examination Commission, an employee of the Dean's Office assigns a number to the diploma and hands the thesis over to the University Repository.
- 3.17. A detailed schedule of the thesis procedure for a given academic semester is established by the Dean.
- 3.18. In cases which are not regulated by this procedure, decisions are made by the Dean.

#### **4. Persons in charge**

- Academic teachers, academic and research staff
- Vice-Deans responsible for the thesis procedure with respect to the 1st and 2nd cycle degree programmes
- Dean's Office staff
- Secretaries of the Thesis Examination Commission

#### **5. Appendices**

- Declaration of the student's fulfilment of their degree programme curriculum