

GENERATING THESES' SUBJECTS AND INITIATING THE PRODUCTION OF THESES' ON SUBJECTS GENERATED

1. Documents related to the procedure

- Regulations of Studies at Wrocław University of Science and Technology
- Internal Directive on the introduction of rules for assigning classes and calculating teaching loads in specific academic years

2. Scope of the procedure

The procedure involves teaching and research staff and academic teachers employed at the Faculty of Electronics, degree candidates in all specialisations and cycles of degree programmes, the Faculty Administrator of the "Diplomas" System, as well as the Team for the Computerisation and Organisation of Teaching.

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

Diploma projects conducted at the Faculty of Electronics of Wrocław University of Science and Technology are

- engineering projects (carried out by full-time and part-time students pursuing their 1st cycle degree programmes, enrolled before October 2012)
- engineer's theses (written by full-time and part-time students pursuing their 1st cycle degree programmes, enrolled after October 2012)
- master's theses (written by students pursuing their full-time and part-time 2nd cycle degree programmes)

3.1. The procedure for generating subjects is initiated upon the order of the Vice-Dean by the Faculty Administrator of the "Diplomas" System about six weeks before the Faculty Council meeting in which the subjects will be approved.

- late April - early May - as for engineer's theses to be written by students pursuing their full-time and part-time master degree programmes
- late November - early December - as for master's theses to be written by students pursuing their full-time and part-time master degree programmes

3.2. Employees authorised to supervise master's theses are academic teachers and research and teaching staff specified in an Internal Directive on the introduction of rules for assigning classes and calculating teaching loads in the academic year.

3.3. The permissible number of projects supervised by the employees, i.e.: engineering projects, engineer's theses, and master's theses is based on the limit of teaching hours imposed on them (in accordance with the Internal Directive on the introduction of rules for assigning classes and calculating teaching loads in the academic year).

3.4 The Faculty Administrator sends an e-mail message to employees authorised to supervise the above-specified projects and theses requesting them to prepare and develop proposals of theses' subjects in accordance with the substantive scope and formal requirements. Subjects of theses to be written at the Faculty of Electronics are generated in accordance with the diploma specialisation pursued by the student.

- 3.5. After receiving the information from the Faculty Administrator, the IT Section uses the functions of the Edukacja.cl system to notify students of the upcoming date of generating theses' subjects and publishes a relevant message on the Faculty's website.
- 3.6. Proposals of theses' subjects are prepared by authorised staff - individually or upon consultations with students or companies putting forward issues (<https://dyplom.pwr.edu.pl>).
- 3.7. The specialisation supervisor approves or rejects a subject in a set time-frame (due to insufficient substantive content or failure to meet format requirements). After receiving a notification of a rejected subject, the thesis supervisor may correct it. Then, the subject undergoes a review procedure again, carried out by the specialisation supervisor.
- 3.8. The list of subjects approved by specialisation supervisors is subject to the Faculty Council's approval. Subjects which have been approved are communicated to students on the website (<https://dyplomstudent.pwr.edu.pl>)
- 3.9. Initiation of the production of a thesis on a specific subject is conditional upon the student's submitting a subject sheet signed by the thesis supervisor and the student to the Faculty Administrator.
- 3.10. The Faculty Administrator forwards the sheet to the Dean's Office, where it is then placed in the student's file.
- 3.11. A student who has not carried through their thesis (has not obtained a positive grade) with their thesis supervisor:
 - a) may carry on with the subject under the repeat procedure (upon the thesis supervisor's permission)
 - b) pursues a new subject (under the repeat procedure, along with the thesis seminar) with a different thesis supervisor
- 3.12. In cases which are not regulated by this procedure, decisions are made by the Dean.

4. Persons in charge

- Research and teaching staff and academic teachers authorised to generate subjects
- Members of the Didactics Team and persons authorised by the Dean
- Faculty Administrator of the "Diplomas" System

5. Appendices

- Specimen of an engineer's thesis sheet
- Specimen of a master's thesis sheet