

**ORGANISATION OF THE GRADUATION PROCESS
AT THE WROCLAW UNIVERSITY OF ECONOMICS AND BUSINESS**

Pursuant to paragraph 10(1) item 11 of the Statutes of the Wroclaw University of Economics and Business (Resolution of the Senate No. R.0000.60.2019 of June 10, 2019, as amended) and § 24-26 of the University Study Regulations of the Wroclaw University of Economics and Business (adopted by the Senate of the Wroclaw University of Economics and Business by Resolution No. R.0000.14.2022 of 21 April 2022), I hereby order as follows:

§ 1

1. Within the time limit set by the Dean of Student Affairs, and in the Branch, by the Dean of the Branch, the supervisors shall report the subjects of theses in electronic form.
2. The Dean for Student Affairs and the Vice-Deans for Student Affairs, and, in the Branch, the Dean of the Branch and the Vice-Dean of the Branch shall appoint a reviewer for the thesis, subject to the provisions of the Regulation of the Rector of the Wroclaw University of Economics and Business on the approval of the rules of appointing supervisors and reviewers of theses.
3. A reviewer shall be selected on the basis of a "List of reviewers for a given programme of study" prepared by the Programme Council within a time limit set by the Dean for Student Affairs, and in the Branch, the Dean of the Branch.
4. The list of reviewers shall be updated in subsequent years by 15 November. In the absence of any change, the "List of reviewers for a given programme of study" shall be deemed to remain applicable.
5. The Dean for Student Affairs and the Vice-Deans of Student Affairs, and in the Branch, the Dean of the Branch and the Vice-Dean of the Branch, shall provide the appropriate Dean's Office with a list of reviewers assigned to each thesis 14 days before the end of the term for the programme and level of study.

§ 2

1. The student shall submit a thesis through the APD system upon obtaining credit for all the courses covered by the programme of study and after obtaining the supervisor's approval and settlement of financial obligations:
 - a) within the dates established by the Dean of Student Affairs, and in the Branch, by the Dean of the Branch, and published on the website of the University/Branch in the "Students/Thesis" tab,
 - b) in accordance with the procedure for the submission of the thesis laid down by the Dean for Student Affairs and, in the Branch, by the Dean of the Branch in force in the given academic year.
2. The thesis includes Author's/Authors; and Supervisor's Declarations, which are submitted electronically in the APD system. Specimen statements are attached as Annex No. 1 to this document.

3. The thesis should be submitted not later than 30 September if the studies end in the summer term or by 28 February if the studies end in the winter term.
4. In the case of collective theses, a declaration shall be submitted together with the thesis, according to the models determined by the Dean of Student Affairs, and in the Branch, by the Dean of the Branch.

3.

1. The process for the submission and verification of a thesis in the Single Anti-plagiarism System shall be carried out with the use of the Thesis Archive (APD) system in accordance with the instructions provided therein:
https://apd.ue.wroc.pl/static/apd_instrukcja_dla_studenta.pdf
2. The diploma examination (bachelor's, engineer and master's) shall take place before a three-member board appointed by the Vice-Dean for Student Affairs/Vice-Dean of the Branch. The examination board is composed of the chairperson, the supervisor and the reviewer; at least one member of the board must hold a post-doctoral degree, a title of professor or the position of a professor at the University.
3. The chairperson of the examination board may be the Vice-Dean for Student Affairs/Vice-Dean of the Branch, or another academic teacher designated by them, subject to the requirement referred to in section 2.
4. At the request of the Dean for Student Affairs and, in the Branch, the Dean of the Branch, the Heads of Departments indicate persons who may act as chairpersons of the examination board.
5. The dates of the diploma examinations and the composition of the examination board shall be determined by the Vice-Dean for Student Affairs and, in the Branch, by the Vice-Dean of the Branch. The student is notified about the date of the diploma examination and the composition of the board not later than 7 days before the examination. In justified cases, at the written request of the student, the diploma examination may be held earlier than 7 days after the thesis submission.
6. The diploma examinations typically take place from Monday to Friday.
7. The student, the supervisor and the reviewer are informed about the date of the diploma examination via the APD system. The chairperson shall be notified by the Dean's Office.
8. The supervisor and the reviewer shall be required to take part in the diploma examination in the designated time. In justified cases (e.g. sick leave, business trip, etc.), the Vice-Dean for Student Affairs, and in the Branch, the Vice-Dean of the Branch shall appoint another person representing the programme of study for which the thesis was qualified.
9. At the request of the student, an observer may be present during the diploma examination.
10. At the written request of the student and the supervisor, the Dean for Student Affairs, and in the Branch, the Dean of the Branch, may decide to conduct an open diploma examination. A refusal shall be justified.
11. In the case of collective theses, each student shall take the examination individually.
12. Thesis reviews are provided only in the APD electronic system. The approval of the review form by the reviewer is tantamount to electronic signature of the review. Reviews are public and should be provided at least 2 working days before the scheduled date of the diploma examination. If the examination is scheduled for Monday, the review should be

made on the system at the latest on the Friday preceding the examination date. Thesis reviews are prepared in Polish for theses prepared in Polish and in English for theses prepared in English.

13. Thesis reviews shall be public.

14. The reviews from the Student Support System (USOS) are printed by the Dean's Office and are attached to the diploma examination report.

§ 4

1. The purpose of a diploma examination is to test knowledge, skills and social competencies in the scope of learning outcomes and teaching contents carried out in a given programme of study.
2. During the course of the diploma examination, the student should demonstrate that they:
 - a) are able to provide exhaustive answers to questions in the scope of thesis and learning outcomes related to the programme of study, using theoretical knowledge and the results of own research,
 - b) have logical reasoning skills and use clear and precise language.
3. The diploma examination shall be conducted orally and shall consist in answering questions asked by the board.
4. The diploma examination consists of three questions allowing to verify the level of learning outcomes for a given programme of study, i.e.:
 - a) the **first question** asked by the chairperson who asks a specific question on a subject covering specific teaching contents,
 - b) the **second question** asked by the supervisor should relate to the theoretical part of the thesis
 - c) the **third question** asked by the reviewer should relate to the research results and aims to verify social competencies, in particular in the field of research. The student should identify the research method, justify the choice of research methods use and provide the research conclusions. The examination in the scope of the second and third question may also include a presentation of relevant achievements in the field of the thesis.
5. The list of subjects to be covered on the diploma examination shall be determined by the Programme Council. The minutes of the meeting of the Programme Council shall be forwarded to the Dean for Education and, in the Branch, to the Dean of the Branch.
6. Lists of subjects for the diploma examination are public and must be published on the University's website at least 3 months before the date of submission of the thesis by the student.
7. It is established that on:
 - a) **first cycle studies** – the list of subjects for the diploma examination will cover 50 subjects, including 15 subjects from “Basic – mandatory subjects” (section 1 of the study plans) and 35 subjects from majors.
 - b) **second cycle studies (excluding EMBA studies)** – the list of subjects for the diploma examination shall cover 40 subjects, including 2 subjects from “Basic – mandatory subjects” (section 1 of the study plans, i.e. Research Methodology) and 38 subjects from majors.

- c) **Questions regarding "Basic – mandatory subjects"** (15 for first-cycle studies and 2 for second-cycle studies) are common for all programmes of study run in Polish at the Wrocław University of Economics and Business and set by the Dean for Education and the Dean of the Branch in consultation with the programme managers.
8. The diploma examination should take place within a maximum of one month (the Dean for Student Affairs and, in the Branch, the Dean of the Branch, may exclude July and August or a part of that period) from the date of submission of the thesis accepted by the supervisor.
 9. The diploma examination may be conducted remotely using information technology to ensure control over the course of the examination and, where necessary, its recording. Detailed rules for the remote exam are determined by the Dean for Student Affairs/ Dean of the Branch.
 10. The diploma examination report is drawn up in electronic form. The chairperson of the examination board completes the examination report in the APD system, approves it and forwards it to the other members of the examination board for approval. The signature space includes a note that the person has been authenticated in the system. Once the report has been approved by all the examination board members, it is possible to print it out from the APD system and include in the student's personal file folder.

List of annexes.

1. Appendix No. 1 – Specimen declarations of the author(s) and the supervisor