

DIPLOMA THESIS SUBMISSION PROCEDURE AND ONLINE DIPLOMA EXAMINATIONS

based on Communication no.7 issued by Dean for Student Affairs

Diploma thesis submission procedure includes the following:

A. Uploading diploma thesis to the APD

Only a student who has diploma thesis accepted by the Supervisor can upload her thesis to the Archive of Diploma Theses, APD (apd.ue.wroc.pl). Office for Student Affairs activates Student's account in APD, and Student receives the e-mail inviting to diploma thesis submission. The diploma thesis is uploaded only in doc. or pdf. version. The student does not submit the thesis to the Office for Student Affairs in a paper version.

B. Uploading declaration

The [declaration](#) should be signed by the student and uploaded to APD in the form of a scan in pdf.

C. Anti-plagiarism procedure

After uploading the diploma thesis to the APD system the thesis is automatically checked by anti-plagiarism system (JSA). JSA generates a report from the JSA anti-plagiarism test, and sends the report to the Supervisor. The Supervisor analyzes the results within a maximum of 3 days after the report is generated, in particular Supervisor determines whether:

- the PRP coefficient for the so-called leading result (> 10 words in a phrase) is less than 40%,
- there were no attempts to manipulate the text of the study in order to hide the plagiarism and falsify the PRP coefficients.

The Supervisor, depending on the magnitude of the PRP coefficient, undertakes the following:

- if the PRP coefficient is less than 40%, then the Supervisor accepts the thesis,
- if the PRP coefficient is greater than 40% and less than 60%, then the Supervisor can approve the thesis (and such approval requires justification) or decides the thesis to be corrected by the student and notifies the student and the Office for Student Affairs thereof. The student makes the required improvement and re-upload the improved thesis to APD,
- if the PRP coefficient exceeds 60%, then the Supervisor obligatorily forwards the thesis to the Thesis Review Committee, which issues recommendations to the Supervisor.

Only a student who : (i) credited all classes listed in the USOSWeb, (ii) settled all liabilities towards the University, and (iii) has the acceptance of the diploma based on the analysis of the PRP coefficient, and (iv) has two positive reviews is allowed to take the diploma examination.

Steps to conduct the online diploma examinations

The diploma examination is conducted remotely using the Teams module. The procedure for the examination is as follows:

1. Supervisor and student are informed about the diploma examination date via APD. The chairperson of the committee is informed of a date by the Office for Student Affairs.
2. At the written request of the student or committee member, the examination may be recorded.

3. The chairperson initiates the remote connection with the members of the committee and the student. During the diploma examination cameras and microphones on all devices should be continuously switched on.
4. The chairman of the committee shall verify the identity of the student by checking the personal identity card. The student shall present the document so that it is visible to the committee.
5. During diploma examinations student answers [three questions](#), each committee member asks one question. Student answers the questions immediately.
6. The Chairperson asks the student to turn off the microphone and the camera, and then disconnects the connection with the student so that the committee can discuss the grade from the examination and set the final grade from the studies.
7. The call is re-initiated by the chairperson and chairperson informs the student of the grades obtained.
8. The protocol of the diploma examination is made during the examination.

In case of connection loss, there are 2 attempts to reconnect with the student made immediately. If the attempts prove unsuccessful, a different date is set for the diploma examination.

In case the student is not available on the appointed date, another date shall be set, of which the student is immediately informed by e-mail at the university post office address. If the student is not available on the second date, it is assumed as not taking the diploma examination.