

**RULES FOR CONDUCTING DIPLOMA EXAMINATIONS AT THE
WROCLAW UNIVERSITY OF ECONOMICS AND BUSINESS
applicable as of 2020/2021**

Pursuant to paragraph 10(1) item 11 of the Statute of the Wrocław University of Economics and Business (Resolution of the Senate No. R.0000.60.2019 of June 10, 2019) and § 24-26 of the University Study Regulations of the Wrocław University of Economics and Business (adopted by the Senate of the Wrocław University of Economics and Business by Resolution No. R.0000.51.2019 of April 25, 2019), 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 diploma theses in electronic form.
2. The Dean of 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, appoint a reviewer of the diploma thesis, subject to the provisions included in Regulation No. 147/2019 of the Rector of the Wrocław University of Economics and Business of December 10, 2019 on the approval of the rules for the designation of supervisors and reviewers.
3. The selection of a reviewer takes place on the basis of a "*List of reviewers for a given program of study*" prepared by the Program Council within a time limit set by the Dean of 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 program of study*" shall be deemed to remain applicable.
5. The Dean of 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 semester for the program and level of study.

§ 2

1. The student shall submit a thesis to the relevant Dean's Office upon completion of all the subjects covered by the program 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 a thesis laid down in the *Communication of the Dean on the submission of theses* applying for the current academic year.
2. A thesis should be submitted no later than by 30 September if the studies end in the summer semester or until 28 February if the studies end in the winter semester.
3. 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 diploma thesis in the Single Anti-plagiarism System shall be carried out with the use of the Diploma 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 committee appointed by the Vice-Dean of Student Affairs/Vice-Dean of the Branch. The jury shall be composed of: a chairman, a supervisor and a reviewer of the diploma thesis, while at least one member of the jury must hold a doctor's degree or the title of professor

3. The chairman of the jury may be the Vice-Dean of Student Affairs/Vice-Dean of the Branch, or another academic teacher designated by him/her, subject to the requirement referred to in paragraph 2.
4. The Dean of Student Affairs and, in the Branch, the Dean of the Branch, shall indicate the date on which each Department should designate persons who may play the role of chairman of the Jury in a given academic year.
5. The dates of the diploma examinations and the composition of the jury shall be determined by the Vice-Dean of Student Affairs, in the Branch, by the Vice-Dean of the Branch, within 7 days of the date of submission of the thesis in the Dean's Office.
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 Chairman shall be notified by the Dean's Office.
8. The Supervisor and the reviewer of a thesis 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 of Student Affairs, and in the Branch, the Vice-Dean of the Branch shall appoint another person representing the program of study for which the thesis was qualified.
9. At the request of the student, an observer may be present on the diploma examination.
10. At the written request of the student and the supervisor, the Dean of 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. The reviews of theses are made only in the APD electronic system and should be completed at least 2 business days before the scheduled date of the diploma examination. If the examination is scheduled for a Monday, the review should be made on the system at the latest on the Friday preceding the examination date.
13. The reviews of theses shall be public.
14. The reviews from the Student Support System (USOS) are printed by the Dean's Office and are attached to the Protocol from the diploma examination.

§ 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 program of study.
2. During the course of the diploma examination, the student should demonstrate that he/she:
 - is able to provide exhaustive answers to questions in the scope of thesis and learning outcomes related to the program of study, using theoretical knowledge and the results of own research,
 - has logical reasoning, and uses clear and precise language.
3. The diploma examination shall be conducted orally and shall consist in answering questions asked by the jury.
4. The diploma examination consists of three questions allowing to verify the level of learning outcomes for a given program of study, i.e.:
 - a) **the first question** asked by the chairman of the jury, who asks a specific question on the 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 results of the study and aims to verify social competencies, in particular in the field of research. The student should identify the method of performing research, justify the choice of test methods used, and provide the conclusions of the research.

The examination in the scope of questions number two and three may also include a presentation of relevant achievements in the field of thesis.

5. The list of subjects to be covered on the diploma examination shall be determined by the Committee of the program of study. The protocol from the meeting of the Committee shall be forwarded to the Dean of Education Matters and, in the Branch, to the Dean of the Branch, who shall issue a Communication of the Dean, with a list of subjects in force during the diploma examination for given study programs.
6. The lists of subjects for the diploma examination shall be public and published on the website no later than 3 months before the date of submission of thesis determined by the Dean of Student Affairs/Dean of the Branch.
7. It is established that on:
 - a) **first degree 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 programs) and 35 subjects from majors.
 - b) **second degree studies** – the list of subjects for the diploma examination will cover 40 subjects, including 2 subjects from “Basic – mandatory subjects” (section 1 of the study programs, i.e. Methodology for research) and 38 subjects from majors.
 - c) **questions from “basic – mandatory subjects”** (15 in 1st degree and 2 in 2nd degree studies) are common to all study programs conducted in Polish at the Wrocław University of Economics and Business and established by the Dean of Education Matters and the Dean of the Branch in consultation with the managers of programs of study.
8. The diploma examination should take place within a maximum of one month (the Dean of 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 the course of the examination and, where necessary, its recording. Detailed rules for the remote exam are determined by the Dean of Student Affairs/ Dean of the Branch.

§ 3

The principles for conducting diploma examinations set out in this Annex shall enter into force on the date of signature and shall apply to diploma examinations conducted as of November 1, 2020.