

**Circular No. 5/2022**  
**Dean for Student Affairs**  
**of 6 May 2022**

**on**  
**the procedure for the submission of diploma theses by students in their final term of**  
**full-time and part-time first-cycle and second-cycle studies, students removed from the list of**  
**students**  
**due to not submitting their diploma thesis by the due date, and students resuming their studies**  
**for the purpose of taking the diploma examination**  
**and conducting the diploma examination.**

In connection with Regulation No. 223/2020 of the Rector of the Wrocław University of Economics and Business of 21 December 2020 on the introduction of amendments to Regulation No. 66/2020 of the Rector of the Wrocław University of Economics and Business of 13 May 2020 on the implementation of the diploma awarding process at the Wrocław University of Economics and Business and the announcement of the consolidated text of Rector's Regulation No. 66/2020, I hereby establish the following procedure for the submission of diploma theses.

**§ 1**

The procedure for the submission of a thesis involves the following steps:

1. The student logs into the Archive of Diploma Theses, hereinafter referred to as the APD system ([apd.ue.wroc.pl](http://apd.ue.wroc.pl)) and, following the instructions for students posted therein, provides the details of the thesis and uploads the file, i.e. the thesis.  
The student should upload a thesis that meets the formal requirements stipulated by Regulation No. 66/2020 of the Rector (consolidated text of Regulation No. 223/2020 of the Rector) and whose content has been approved by the Supervisor. After the thesis has been uploaded to the system, it is verified by the Uniform Anti-Plagiarism System.
2. After generating an anti-plagiarism check report, the Supervisor analyses the results within not more than three days from the date of generating the report, following the guidelines included in Appendix 7 to Regulation No. 66/2020 of the Rector (consolidated text of Regulation No. 223/2020 of the Rector).
3. The student is not required to submit a paper version of their thesis to the Dean's Office. The thesis is considered submitted after the Supervisor has accepted the anti-plagiarism check result and the thesis has been submitted for review.
4. Obtaining all credits from the courses in the study programme and two positive reviews of the thesis are the basis for the student to be allowed to take the diploma examination.
5. Before taking the diploma examination the student is required to submit a circulation sheet available in the electronic version on USOSWeb.

**§ 2**

1. The diploma examination takes place before a three-person committee composed of: chairperson, supervisor, and reviewer, **in rooms within the University's premises.**

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2. The diploma examination involves the following steps:
- a) the student is asked three questions,
  - b) after each of the questions has been asked, the diploma student answers them immediately,
  - c) after obtaining answers to all three questions, the committee determined, based on the applicable criteria, the grade for the examination and the grade on the diploma,
  - d) the chairperson of the committee informs the graduand about the grades obtained,
  - e) a record on the diploma examination is drawn up during the examination in an electronic version in the ADP system (members of the committee should have equipment enabling them to log into the APD system).

### § 3.

1. In accordance with the guidelines laid down in Regulation No. 66/2020 of the Rector (consolidated text of Regulation No. 223/2020 of the Rector), the diploma examination includes three questions allowing to verify the degree to which the learning outcomes for the given field of study have been achieved, i.e.:
- a) the first question, formulated by the chairperson of the committee, concerns an issue from the curriculum (the list of issues is available at: [http://www.ue.wroc.pl/studenci/22785/zagadnienia\\_na\\_egzamin\\_dyplomowy.html](http://www.ue.wroc.pl/studenci/22785/zagadnienia_na_egzamin_dyplomowy.html),
  - b) the second question, formulated by the supervisor, concerns the theoretical part of the thesis in relation to the learning outcomes defined for the course of study,
  - c) the third question, formulated by the reviewer, concerns the results of research and aims to verify social competences, in particular in conducting scientific 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 exam in the scope of the second and third questions may also include presentation of significant conclusions from the diploma thesis.

### § 4

The Circular becomes effective upon signing.

### § 5

Announcement No. 10/2021 of the Dean for Student Affairs of 30 September 2021 on the procedure for the submission of diploma theses by students in their final term of full-time and part-time first-cycle and second-cycle studies, students removed from the list of students due to not submitting their diploma thesis by the due date, and students resuming their studies for the purpose of taking the diploma examination and conducting the diploma examination is hereby repealed.

DEAN FOR STUDENT AFFAIRS

dr hab. inż. Anna Cierniak-Emerych, Professor of WUEB