# The procedure for submitting the dissertations (BA/BSc/engineer/MA/MSc theses), conducting the diploma examination and issuing the final grade at the diploma in force at the Faculty of Biology and Animal Science

1. The conditions for admission to the diploma examination are as follows:
2. obtaining credits and passing exams in reference to all subjects and internships indicated in the study programme, excluding the subject titled dissertation and diploma examination or the subject titled the diploma examination as well as obtaining the required number of ECTS points decreased by the number of ECTS points assigned to the subject covered by the exemption;
3. obtaining at least two positive reviews concerning the diploma dissertation;
4. submission of the documents indicated by the Dean or pointed out in separate regulations observing the determined deadline.
5. The dissertation has to be written observing the instructions prepared for the authors of the dissertations published on the website of the Faculty of Biology and Animal Science for the particular field of study and the cycle of study.
6. The dean determines the deadlines for submitting diploma dissertations in the internal schedule devoted to the organization of the academic year.
7. The student uploads the diploma dissertation into the APD system (Archives of Diploma Dissertations) (<https://apd.upwr.edu.pl>) following the current regulation issued by the rector on the rules of verifying the originality of written diploma dissertations and the course of the dissertation process in the University Study Service System.
8. The student has to complete a form included in APD. This form contains detailed data concerning the diploma dissertation: the language of the dissertation, the title of the dissertation in English, a summary of the dissertation in Polish and English, keywords. The student is to upload the file with the diploma dissertation, approve the required declaration stating the student prepared the dissertation on his/her own and did not violate copyrights and submit the diploma dissertation for approval by dissertation supervisor.
9. Diploma examinations can be organized outside the seat of the university making use of the means of electronic communication and in such a case they are referred to as “remote diploma examinations”. A specified regulation issued by the rector determines detailed rules for conducting diploma and master's dissertation examinations using means of electronic communication.
10. The dissertation is verified in the anti-plagiarism system. The dissertation supervisor is to assess whether the dissertation contains unauthorized borrowings or whether the correctly marked borrowings (quotations) contained in this dissertation raise any doubts in reference to the independence of the diploma dissertation prepared by the student. The assessment is conducted based on the General Report and the Detailed Report generated in APD.
11. In case of noticing irregularities, the dissertation supervisor may approve the dissertation provided the analysis indicates that this dissertation does not violate intellectual property rights or order the APD administrator to withdraw the dissertation and oblige the student to correct it.
12. The student has the right to use the possibility of improving work in APD up to a maximum of two times.
13. The dissertation is reviewed in the APD system by the supervisor and one reviewer appointed by the dean.
14. Based on the request of a student who obtained a positive opinion of the supervisor, the Dean may postpone the deadline for submitting the diploma dissertation in the following cases:
	1. long-term illness of the student, this circumstance must be confirmed by a suitable medical certificate;
	2. inability to complete the diploma dissertation observing the applicable time limit due to justified reasons beyond the student's control;
	3. change of the supervisor of the diploma dissertation within the last six months prior to the date of graduation. Dean issues the decision on the appointment of a new supervisor.
	4. in other particularly justified circumstances.
15. The student who did not submit the diploma dissertation observing the specified time limit is to be removed from the list of students and has the right to apply for resumption of studies within one year from the date of removal in order to submit the diploma dissertation and take part in diploma examination.
16. The student is to take the diploma examination by the end of the last semester of studies.
17. The dean determines the dates of the diploma examinations in the internal schedule concerning the organization of the academic year.
18. The diploma examination takes place in front of the examination board appointed by the Dean. The committee consists of: the chairman (the dean or vice-dean or an academic lecturer authorized by the dean holding at least the post-doctoral degree) and at least two specialists in major subjects. The Dean has the possibility of increasing the numbers of members of the commission to include representatives of employers, local government, professional associations and organizations.
19. The Bachelor's and engineer's examination consists of an oral or written examination. The student is to answer 3 randomly selected questions (each question from three thematic areas corresponding to the field of study).
20. The Master's examination consists of an oral examination. Changing the form of the examination resulting from the special needs of the student connected to student’s disability is possible.
21. The dean determines the form of conducting the diploma examinations after the BA/BSc studies.
22. Students obtain access to ranges of issues applicable in the bachelor's and engineering examinations prior to the planned date of the examination.
23. The examination questions must be included in the diploma examination report.
24. The Dean determines a date for retaking the examination in case of obtaining an unsatisfactory grade for the diploma examination or unjustified failure to participate the examination.
25. In case of failure to obtain a positive grade for the diploma examination on the second date or unjustified failure to participate in this examination, the student is to be removed from the list of students without the possibility of resuming studies.
26. The following values constitute grounds for calculating the final study result:
	1. arithmetic average result taking into consideration all grades obtained from completing individual subjects and internships,
	2. arithmetic average result considering the diploma dissertation grades,
	3. arithmetic average result considering the grades from the diploma examination.
27. One can find the rules for calculating the final study result in the Study Regulations of the Wroclaw University of Environmental and Life Sciences.
28. The final study result on a five-point scale is included on the graduation diploma: 3,0; 3,5; 4,0; 4,5; 5,0 following:

from 4.60 to 5.00 – very good (5.0);

from 4.20 to 4.59 – good plus (4.5);

from 3.80 to 4.19 – good (4.0);

from 3.40 to 3.79 – satisfactory plus (3.5);

from 3.00 to 3.39 – satisfactory (3.0).

1. The Commission may correct the final result of the studies by a half-degree in justified cases.