

	QUALITY OF EDUCATION BOOK		Symbol SDJK -O-U10
	DIPLOMA PROCEDURE		
	Edition 1	2021/2022	Version 4

1. Purpose and subject matter of the procedure

The purpose of the procedure is to define the rules of preparing and developing a diploma thesis at the University of Opole. The subject of the procedure is the description of the diploma process for students pursuing first-cycle, second-cycle and long-cycle studies in a full-time or part-time mode at the University of Opole.

2. Scope of application of the procedure

The procedure applies to all students of the University and to all diploma supervisors.

3. Definitions

3.1. Diploma thesis - Bachelor's, Engineer's, Master's thesis. A diploma thesis is an independently prepared study of a specific scientific or artistic issue, or an artistic creation demonstrating the student's general knowledge and skills related to a given study programme, level and profile of education as well as independent analysis and reasoning skills. The diploma thesis may, in particular, be a written work, a published paper, a project work, including the design and development of a computer programme or system, as well as a constructional, technological or artistic work.

3.2. Supervisor - a person supervising the preparation of the diploma thesis by the student.

3.3. Reviewer - a person who reviews the diploma thesis.

3.4. Review sheet - a standardised diploma thesis evaluation sheet on which a review of the diploma thesis is prepared, appropriate for each Faculty.

3.5. Plagiarism - occurrence of unacceptable borrowing in the diploma paper. The diploma paper shall not be submitted for the further stage of the diploma procedure, whereas an explanatory procedure shall be initiated against the author of the diploma paper followed by disciplinary proceedings.

3.6. APD - Archive of Diploma Theses, apd.uni.opole.pl.

4. Liability

4.1. Deans

4.2. Coordinators of study programmes

4.3. Supervisors of diploma theses

5. Procedure:

5.1. The student prepares the diploma thesis under the guidance of a supervisor of his/her choice.

5.2. The student chooses a thesis supervisor from among the persons proposed by the programme coordinator, within the limit set for a given academic teacher.

5.3. The supervisor of the diploma paper may be an academic teacher holding at least a PhD degree.

5.4. In the programmes of the general academic profile, the supervisor of a diploma paper may be an academic teacher conducting - in the last 3 years preceding the formal assumption of the function of supervisor - scientific research in the discipline proper to the study programme.

- 5.5. In the study programmes of the practical profile, the supervisor of the diploma paper may be an academic teacher experienced in practical applications in a given scientific discipline or conducting scientific research in the discipline proper to the study programme.
- 5.6. The topic of the diploma paper is set by the supervisor and the student.
- 5.7. The final topic of the diploma paper is set by the supervisor and the student at the latest by the end of the first week of the last semester of study. The Supervisor shall submit to the Dean's Office, in an electronic version, a list of students containing the final topics for the diploma theses in Polish and in English by the end of the second week of the last semester of study.
- 5.8. The Dean's College approves topics and their possible changes, the supervisor/supervisors and reviewers of diploma theses within the study programmes assigned to the discipline. The Dean may appoint a committee consisting of academic teachers to whom he/she will delegate this task. The position of the Dean's College on the approval of thesis topics, supervisors, and reviewers is published in the UO Monitor by the end of April for students graduating in the summer semester and by the end of November for students graduating in the winter semester.
- 5.9. The supervisor oversees the preparation of the thesis by the student and is responsible for its progress and final results. In justified cases the supervising teacher holding a post-doctoral degree (habilitation) may, with the consent of the Dean, appoint a technical supervisor from among assistant professors. The Dean's College may set specific requirements for the form, layout, minimum and maximum number of pages, and content of the thesis, taking into account the nature of a relevant study programme.
- 5.10. The student prepares the diploma thesis under the supervision of the supervisor in the semesters provided in the plan of study. At each stage of the thesis preparation the supervisor can check any fragment of the thesis in the OSA (from Polish "Otwarty System Antyplagiatowy") anti-plagiarism system by logging into the osa.uni.opole.pl system with the use of the UO electronic mail address and password.
- 5.11. In justified cases, the Dean of the Faculty may allow one thesis to be written in a multi-member team, but in the introduction to such a thesis it must be clearly stated which part of the thesis each student has completed individually. There are also no obstacles for scopes of several diploma theses to be combined, and students conduct partially joint research; nevertheless, in such a case each student submits a separate diploma thesis on a different topic.
- 5.12. The student is obliged to submit a diploma thesis and pass a diploma examination, if provided for in the programme of study, not later than by the end of September of the final year of study.
- 5.13. The student is obliged to submit a diploma paper and pass a diploma examination, if provided for in the programme of studies - in the case of a study programme lasting 3.5 years - not later than by the end of the winter make-up period.
- 5.14. The date of the diploma examination is set by the programme coordinator in consultation with the student and the thesis supervisor - no later than seven [7] days before the planned date of the defence, and approved by the Dean.
- 5.15. The diploma thesis must contain an abstract in the original language and in English (as well as in Polish if the original language is different from Polish) and keywords in the original language and in English (as well as in Polish if the original language is different from Polish).
- 5.16. The diploma paper may be, with the consent of the supervisor, written in a foreign language.
- 5.17. The diploma thesis/engineering project prepared in accordance with the requirements presented at the website of the unit is submitted by the student in an electronic or paper version to be approved by the supervisor.

5.18. The supervisor informs the student that he/she can send the file with the thesis to the Archive of Diploma Theses (APD) in the USOS system following the instructions found at apd.uni.opole.pl. The supervisor accepts the submitted diploma thesis by making an entry of the credit for the "diploma seminar" course and/or "diploma paper preparation" course in the protocol posted in the USOSweb system.

5.19. All additional practical work: project/programme/photographs/presentations prepared as a file are archived in the APD as attachments to the thesis. Files marked as practical or artistic work respectively are omitted in the anti-plagiarism examination. Files over 1.5 GB are archived on a CD or other medium and stored in the student's folder.

5.20. The student fills in the APD with basic information about the thesis (abstract and keywords in the original language and English, and in Polish if the original language is different from Polish), uploads a file with the written thesis in PDF format to the system and submits a statement of independent thesis preparation in the system at least 14 days before the planned date of the defence.

5.21 The student fills in electronically the personal career monitoring form for graduates of the University of Opole at www.kariera.uni.opole.pl/monitoring.

5.22. The supervisor checks that the information completed by the student and the work uploaded is the version previously accepted by them.

5.23. The diploma paper is verified in the JSA anti-plagiarism system. If as a result of the anti-plagiarism procedure - upon inspection of the similarity report - the diploma paper is found to be beyond any doubt, it is submitted for the further stage of the diploma procedure.

5.24. The supervisor submits a statement in the APD system that the thesis fulfils the conditions for being submitted for the degree-awarding procedure. The supervisor confirms the thesis in the APD system, submits the thesis for review and informs the Dean's Office.

5.25. After the thesis is approved, the supervisor and the reviewer complete the thesis review forms in the APD system and approve them at the latest three days before the scheduled date of the diploma examination. Reviews are visible to the degree candidate.

5.26. The chairperson of the committee draws up a protocol in an electronic form in the APD. The committee members immediately approve the protocol in the APD, which is tantamount to signing it.

5.27. An employee of the Dean's Office places printouts of the protocol, reviews and thesis cards from the APD system in the student's file, marking them with the date they were prepared and his or her signature.

5.28. The diploma thesis is sent from the APD to the national repository on the day following the assignment of the diploma number.

5.29. The detailed rules for the completion of the diploma thesis, the date of its submission and the conditions for allowing and setting the date for the diploma examination, as well as the mode of appointment and the scope of responsibilities of the members of the examination committee together with the grading criteria are laid down in the Rules of Study.

5.30. If the programme of studies does not envisage the preparation of the thesis, the examination may be oral and/or written. The form of the diploma exam and the scope of material required shall be determined by the coordinator with the approval of the Dean's College, and announced before the start of the last year of studies.

5.31. According to the Law on Higher Education and Science (i.e. Journal of Laws 2021, item 478 as amended), at the request of the graduate, the University issues an additional copy of the diploma in a foreign language. The above application should be submitted by the graduate immediately after

taking the diploma examination, so that the diploma may be issued within 30 days of the day of taking the diploma examination. The graduate shall collect the diploma in person at the Dean's Office.

5.32. In accordance with the Announcement of the Minister of Education and Science of 18 March 2021 on the publication of the consolidated text of the Regulation of the Minister of Science and Higher Education on degree programmes (Journal of Laws of 2021, item 661), the University keeps a book of diplomas. The book of diplomas shall contain the following: a consecutive, within a given tertiary-level institution, number of the diploma of completion of studies, student's number, name and surname of the student, year of birth, date of commencement of studies, study programme, level, profile and mode of studies, date of taking the diploma examination and degree title. The book of diplomas shall be kept in an electronic form.

6. Legal grounds

6.1. Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021, Item 478 as amended).

6.2. Announcement of the Minister of Education and Science of 18 March 2021 on the publication of the consolidated text of the Regulation of the Minister of Science and Higher Education on degree programmes (Journal of Laws of 2021, item 661).

6.3. Regulation No. 81 /2021 of the Rector of the University of Opole of May 17, 2021 on changes to the rules of preparing and archiving diploma theses at the University of Opole.

6.4. Statute of the University of Opole.

6.5. Rules of Study at the University of Opole