

**Announcement no. 3/2021
of the Dean of the Faculty of Letters of the University of Wrocław
of 28 April 2021**

**on
the principles of submitting and archiving diploma theses by means of the Archive of
Diploma Theses (APD) system**

Pursuant to Regulation no. 42/2021 of the Rector of the University of Wrocław of 30 March February 2021 on implementing the procedure of graduating, verifying diploma theses by means of the antiplagiarism system, archiving diploma theses by means of the Archive of Diploma Theses (APD) system and submitting theses to the Repository of Written Diploma Theses as well as Resolution no. 322/2019 of the Council of the Faculty of Letters of the University of Wrocław of 12 November 2019 on the detailed conditions of completing first-cycle and second-cycle studies as well as diploma theses and diploma examinations at the Faculty of Letters, I hereby establish the detailed principles and dates of submitting and archiving diploma theses in the Archive of Diploma Theses system (APD), hereinafter referred to as the APD procedure or the APD system:

1. The APD procedure is initiated by the diploma thesis supervisor five weeks before the scheduled date of the diploma examination at the latest, by submitting to the Dean's Office the notification of the scheduled diploma examination, prepared on a form printed out from the APD system, according to Enclosure 1 hereto.
2. The prerequisite for initiating the APD procedure is having the diploma thesis accepted by the supervisor in terms of its contents and formal requirements.
3. The following schedule of activities is established:

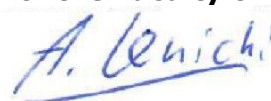
SCOPE OF ACTIVITIES	DURATION OF ACTIVITIES	PERSON(S) INVOLVED	EXPLANATIONS
The first scope: registering the diploma thesis in the APD system	nine working days	Dean's Office employee, student and supervisor	<p>The Dean's Office employee (three working days) and then the student (three working days) enter the data into the APD system, as provided for in the instructions described in the enclosures. After the student enters the data, the supervisor – by means of the APD database – sends the file with the diploma thesis for verification in the Uniform Antiplagiarism System (Jednolity System Antyplagiatowy (JSA)). After the supervisor receives the antiplagiarism verification report and analyses this report, the supervisor confirms the originality of the thesis in the APD system and electronically files a petition for allowing the diploma thesis to be defended.</p> <p>If there is a suspicion of infringing the copyright in the diploma thesis, the supervisor immediately notifies the dean, who then requests the Rector to initiate the explanatory proceedings. If it results from the assessment that the diploma thesis does not contain evidence pointing to plagiarism and is the result of the author's lack of diligence in using other authors' works, the supervisor</p>

			immediately informs the dean and student about the fact that the diploma thesis has been withdrawn and needs correction (the signed enclosure no. 4). After the student corrects the diploma thesis and uploads it again to the APD system and after the diploma thesis has been verified in the Uniform Antiplagiarism System again, the supervisor sends electronically a new antiplagiarism verification report generated from the JSA system. Not accepting the diploma thesis terminates the course of activities. Further activities are described in Announcement no. 4/2021 of the Dean of the Faculty of Letters of the University of Wrocław.
The second scope: completing and verifying the documentation	two weeks	Student and Dean's Office employee	No later than one week after having the diploma thesis accepted by the supervisor, the student submits to the Dean's Office one diploma thesis printout from the APD system along with the statement about the authorship of the diploma thesis, permanently enclosed with the diploma thesis, and other documents. The student may send the diploma thesis along with the statement by post to the appropriate Dean's Office address. At the request of the supervisor or reviewer, the student provides them with the diploma thesis printout from the APD system so that they could prepare their reviews. After the diploma thesis, its summary and keywords (in the required language versions) have been accepted by the supervisor in the APD system and the antiplagiarism verification report has been accepted, the Dean's Office employee collects and verifies the documents (enclosure no. 3).
The third scope: preparing reviews	Four days before the scheduled examination date at the latest, the reviewer and supervisor upload their reviews to the APD system.	Supervisor and reviewer	The supervisor and reviewer prepare their reviews (enclosure no. 1).
The fourth scope: diploma examination	Two working days before the examination at the latest	Dean's Office employee	The Dean's Office employee generates the diploma examination report provided that the student has obtained all of the required credits and the appropriate number of ECTS

			credits received in the course of studies and has submitted complete documentation as well as there are no arrears in the payments for education if such were determined.
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4. After the diploma examination has been administered, the examination board fills in – in the Polish language – the electronic diploma examination report or the printout of the report received from the Dean's Office. The report should, in particular, include the following data:
 1. diploma thesis title;
 2. diploma thesis grade;
 3. examination date;
 4. student's name (names) and surname;
 5. student's file number;
 6. names and surnames, academic titles and degrees or professional titles of the members of the board administering the diploma examination;
 7. three questions (in the Polish language) asked during the examination and the grades obtained;
 8. the average of the grades obtained within the course of studies;
 9. diploma examination grade;
 10. study final result;
 11. the name of the conferred professional title.
5. The activities of the APD procedure participants are described in enclosures (from 1 to 3) hereto.
6. The data entered into the APD system by the supervisor, reviewer and student can be corrected upon a written petition filed by the interested parties to the Dean's Office within a period that allows fulfilling the duties described hereinabove, according to the procedure schedule.
7. Not fulfilling the duties provided for herein may constitute an objective impediment in administering the diploma examination on the previously scheduled date.
8. The dean may authorise the deputy deans to participate in the procedures described in Point 3, entrusting them with the appropriate decision-making rights.
9. The Announcement no. 4/2019 of the Dean of the Faculty of Letters of the University of Wrocław of 12 November 2019 on the principles of submitting and archiving diploma theses by means of the APD (the Archive of Diploma Theses) system expires.
10. The principles established herein are valid for diploma thesis defences taking place after 1 June 2021.

Dean of the Faculty of Letters



**dr hab. Arkadiusz Lewicki,
professor of the University of
Wrocław**

Enclosure no. 1

The supervisor's and reviewer's activities

1. The supervisor shall submit the signed notification of the scheduled diploma examination, individually for each student, to the Dean's Office. It should be signed by the supervisor and prepared on a form printed out from the APD system. Such information should include:
 - 1) the name of the faculty;
 - 2) the name of the institute/chair;
 - 3) the supervisor's name (names) and surname, degree or title;
 - 4) the student's name (names), surname and file number;
 - 5) the title of the diploma thesis in the language of its original;
 - 6) the examination board chairperson's name (names) and surname, degree or title;
 - 7) the reviewer's name (names) and surname, degree or title;
 - 8) the scheduled diploma examination date and place;The notification of the scheduled diploma examination may be sent electronically to the Dean's Office employee as a scanned signed version.
2. Within three working days from entering the data into the APD system by the student, the supervisor shall send the file with the diploma thesis to the antiplagiarism system by means of the APD system. If the data included in the antiplagiarism report point to the possibility of infringing the copyright by the diploma thesis author, the supervisor shall undertake the activities aiming at avoiding plagiarism in the supervised diploma thesis (solution provided for in Point 3 of the above Announcement). The supervisor accepts the diploma thesis, its summary and keywords. Not accepting the diploma thesis terminates the course of the procedure.
3. After the supervisor accepts the diploma thesis in the APD system, the supervisor and reviewer shall immediately fill in and accept the diploma thesis evaluation form (diploma thesis review; always written in the Polish language; for the studies in the English language – in the Polish and English languages) in the APD system, no later than four working days before the scheduled diploma examination.

Enclosure no. 2

Student's activities

1. Before initiating the APD procedure, the student shall prepare all the necessary data and become familiar with the principles of preparing the diploma thesis printout and the statement about the authorship of the diploma thesis (*cf.* Point 4 below).
2. After the student's data have been entered into the USOS system by the Dean's Office employee, within the next three days, the student shall enter the following data into the APD system:
 - 1) the name of the language in which the original of the diploma thesis has been submitted;
 - 2) the title of the diploma thesis in the Polish language if the diploma thesis has been written in a foreign language; the maximum limit of characters is 300;
 - 3) a concise summary of the diploma thesis in the Polish and English languages, if the diploma thesis has been written in the Polish language, or a concise summary of the diploma thesis in the Polish and foreign languages, if the diploma thesis has been written in a foreign language; the maximum limit of characters is 4000;
 - 4) keywords in the Polish and English languages if the diploma thesis has been written in the Polish language as well as keywords in the Polish and foreign languages if the diploma thesis has been written in a foreign language; the maximum limit of characters is 1000;
 - 5) the electronic version of the diploma thesis, saved in a single *.pdf* file. The name of the file is composed of the following elements:
 - the abbreviation of the name of the University of Wrocław (UWr),
 - the digital code of the faculty (the code of Faculty of Letters is 21),
 - student's file number (from four to six digits);
 - the year of uploading the diploma thesis to the APD system.Particular elements of the name of the file are separated with a hyphen: UWr-21-123456-2015.

The name of the file may not contain diacritics. If the diploma thesis contains enclosures/appendixes, they should be uploaded to the APD system in the form of an additional compressed file (ZIP, RAR, 7Z, GZIP).

3. After the supervisor has accepted the diploma thesis, within one week, the student submits to the Dean's Office one copy of the diploma thesis along with enclosures/appendixes (printed out double-sided from the APD system, along with the control page numbers assigned by the APD system, font not larger than 12, interline not larger than 1.5). It should be bound in Bristol board with a thesis spine in the colour of the Faculty of Letters (light-blue Pantone 284) compatible with the Visual Identification System of the University of Wrocław. The supervisor and reviewer may oblige the student to provide them with the printouts of the diploma thesis generated from the APD system, which will be at the disposal of the examination board during the diploma examination and which are not to be archived.
4. Along with the copy of the diploma thesis, which is to be archived, referred to in Point 3, the student shall submit the statement about the authorship of the diploma thesis, signed and permanently enclosed with the diploma thesis at the end of the diploma thesis as well as other documents. The template of the statement about the authorship of the diploma thesis is provided in the Regulation of the Rector of the University of Wrocław on the documentation of the course of studies at the University of Wrocław.

Enclosure no. 3

Dean's Office employee's activities

1. Within three working days from receiving the supervisor's notification referred to in Point 1 (Enclosure no. 1) hereinabove, the Dean's Office employee is obliged to enter the following data into the USOS system:
 - 1) the title of the diploma thesis in the original language;
 - 2) the composition of the diploma examination board, in particular:
 - a) the supervisor's name (names) and surname, degree or title;
 - b) the reviewer's name (names) and surname, degree or title;
 - c) the chairperson's name (names) and surname, degree or title;
 - 3) the scheduled diploma examination date;
2. In the period from the supervisor's acceptance of the diploma thesis to three days before the diploma examination at the latest (the second scope of activities), the Dean's Office employee is obliged to determine:
 - 1) whether the student's diploma thesis and student's data referred to hereinabove have been entered into the APD system;
 - 2) whether the supervisor in the APD system has accepted the diploma thesis entered by the student;
 - 3) whether the reviews have been uploaded to the APD system;
 - 4) whether the paper version of the diploma thesis submitted by the student to the Dean's Office is compatible with its electronic version uploaded to the APD system. The verification of the paper version of the diploma thesis against its electronic version involves the verification of the control page numbers assigned by the APD system;
 - 5) whether the student has passed all the compulsory courses and vocational practice included in the curriculum of studies in a given field of study as well as whether the student has collected the required number of ECTS credits (accepted by the dean) as well as whether the student has received at least the satisfactory grade for the diploma thesis.
3. Two days before the diploma examination at the latest, the Dean's Office employee is obliged to prepare a printout of the diploma examination report and hand it over to the appropriate secretariat.
4. The conditions and principles of issuing diplomas are stipulated in the Regulation of the Rector of the University of Wrocław on the documentation of the course of studies at the University of Wrocław as well as in the Resolution of the Senate of the University of Wrocław on the acceptance of study completion diploma templates.

**Dean
of the Faculty of Letters
of the University of Wrocław**

**Information about withdrawing the diploma thesis from the APD system in order to
correct it**

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Student's name and surname, file number

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Field and level of study

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Diploma thesis title

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Supervisor's name and surname, academic title or degree

I hereby inform that the PRP (Similarity Size Percentage) co-efficient generated in the JSA system for the so-called leading results (>10 words in a phrase) is:

Other remarks:
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.....
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Based on the analysis of JSA detailed report, I state that the diploma thesis does not include any evidence of plagiarism and is a result of the author's lack of diligence while using other authors' works. In view of the foregoing, I withdraw the diploma paper in order to correct it in this respect.

Wrocław, on:

.....
Supervisor's signature