

**Regulations on the Assignment of Thesis Topics and Detailed Degree-Awarding
Requirements at the Technical Academy of Informatics in Applied Sciences in Wrocław**
[Akademia Techniczno-Informatyczna w Naukach Stosowanych we Wrocławiu, ATINS]

These Regulations have been developed based on the Regulations for Studies at the Technical Academy of Informatics in Applied Sciences.

§ 1. Degree-awarding procedure

1. The person responsible for ensuring the proper quality of the degree-awarding procedure is the Dean, the supervisor and the diploma thesis advisor if the supervisor does not hold a PhD or a higher degree.
2. The last two semesters of studies are called diploma semesters.
3. A student develops his or her bachelor's/engineer's/master's thesis (hereinafter referred to as "diploma thesis" or "thesis") under the direction of the supervisor during thesis workshops/thesis seminar.
4. A distinction is made between the topic and the title of a thesis.
5. Deans are required to collect, verify and approve the thesis topics from supervisors by 30 April and 31 October each year, respectively. Thesis topics should pertain to all fields of specialization available at the school, taking into account different levels of difficulty. Prospective supervisors are required by the Dean to report thesis topics and supervise degree candidates.
6. Suggested thesis topics approved by the Dean are communicated to students in the semester preceding the first diploma semester, by 1 June or 1 December, respectively. A student may propose his or her own thesis title but it must be approved by the Dean of a relevant Faculty and by the supervisor.
7. Any problems with finding a supervisor should be reported by the student in writing to the Dean of the Faculty in question.
8. Students are required to choose the topic of their thesis by submitting a thesis topic delivery report to the Dean's Office. The report must be signed by the supervisor in the semester preceding the 1st diploma semester, by 10 September or by 10 February, respectively. The report form (Annex no. 1) is available at the Dean's Office and on www.horyzont.eu. It contains such basic information as the thesis topic and the scope of the thesis, the supervisor's name and the expected date of completing the thesis.
9. The thesis topic must be consistent with the field of specialization.

10. A given topic will be deemed to have been assigned to the student when the report is filed at the Dean of a particular faculty.
11. The thesis must be a result of the student's own work. A thesis must not be developed by a team of students.
12. A supervisor may supervise up to fifteen theses per semester in full-time and part-time programs combined (applicable to the theses of students completing diploma semesters). Where appropriate, the Dean may agree that a supervisor should supervise more degree candidates.
13. The Rector may authorize an academic teacher who is not the faculty or the school teacher to supervise the thesis.
14. Changing the topic of the thesis or the supervisor, or delivering the thesis upon readmission must be reported to the competent Dean. For all the formalities to be completed, the student should fill in the thesis topic delivery report once again and re-submit it.
15. The supervisor must define the thesis topic by the end of the first diploma semester. A thesis title card must be issued and handed to the Dean's Office before the beginning of the second diploma semester (Annex no. 2). The title and topic of the thesis must be approved by the Dean and the supervisor. A thesis title may be changed not later than two months prior to the scheduled date of thesis submission.
16. The thesis should be made by the degree candidate on his or her own, systematically and under the supervision of the supervisor. A document recording the course of developing the thesis consists of protocols from the subjects Diploma Workshop and Diploma Seminar, separate for each of the diploma semesters. If the student creates a project as part of the diploma thesis, the protocols must include its evaluation
17. A thesis should be submitted by the date agreed on with the supervisor, by the end of the last semester of studies (i.e. 28/29 February or 30 September, respectively) at the latest.
18. If the supervisor is absent for an extended period, the competent Dean shall appoint a new supervisor.
19. Upon a request made by a supervisor or a student, the competent Dean may postpone the deadline for submitting the thesis by up to six months in the event of a long-term medically certified for reasons beyond the control of the student or if other important circumstances occur. Exceptionally, in particular, due to a student's long-term illness, the Dean may agree to another postponement of the deadline for submitting the thesis. The student retains all his or her rights throughout that period.
20. If the student does not submit his or her thesis by the specified deadline, the competent Dean shall make a decision to remove him or her from the student roster. Having been re-

admitted, the student does not lose the right to submit the thesis and sit a degree examination within five years of having been removed from the student roster. The School shall charge a fee for the readmission, in accordance with the learning agreement.

21. Before submitting the thesis, the student should submit his or her student's record book and academic progress record to the Dean's Office; the latter should include credits for all the courses, placements and exams passed that have been specified in the curriculum as well as legibly completed page 90 thereof.
22. A student must submit four copies of the thesis in softback format using duplex printing. A soft copy saved on a CD-R in MS Word format must be attached to each hard copy of the thesis. A sample title page and the fact-based thesis requirements can be found in Annex no. 3.
23. The following grading scheme is used to grade the thesis and the degree examination:
 - very good (5.0) – A
 - good plus (4.5) – B
 - good (4.0) – C
 - satisfactory plus (3.5) – D
 - satisfactory (3.0) – E
 - fail (2.0) – F
24. The thesis is evaluated by the supervisor and a reviewer appointed by the competent Dean. If the thesis is written under the supervision of a non-faculty teacher, the reviewer must be a faculty-teacher.
25. If there is a significant discrepancy between the thesis grades (positive and negative ones), the competent Dean shall appoint a second reviewer, whose grade will be final. If there is a significant discrepancy between positive grades for the thesis, the final grade will be awarded by the Dean in consultation with the supervisor and the reviewer.
26. The student is allowed to sit the degree exam provided that he or she has been credited all the courses and placements, has passed all the exams specified in the curriculum, his or her thesis has been graded positively and he or she has been cleared of all the obligations towards the school (i.e. a clearance slip has been submitted to the Dean's Office – Annex 4).
27. The Dean should set a date for the defense within six weeks of the student's submitting the thesis provided that the following documents have been submitted:
 - a clearance slip (Annex no. 4): to be provided by the student,
 - a thesis assessment made by the supervisor (to be provided by the student) and the reviewer (a review card template: Annex no. 5),

- a student's copyright compliance statement (Annex 6): to be provided by the student;
- a thesis plagiarism checker report generated by the supervisor from the system and his or her statement of accepting the thesis for defense;
- Other documents required by school regulations.

All the required documents should be enclosed to the thesis submitted by the student.

28. The degree exam takes place before a board appointed by the Dean. The Board is composed of:

- A chairperson (appointed by the Dean),
- Members: the supervisor and reviewer,
- Other persons invited, if necessary due to the thesis topic and the examination.

29. Upon request made by the student or the supervisor, the degree examination may be open to the public. If such be the case, the student or the supervisor, as the case may be, should make the request to the competent Dean on the day of submitting the thesis. The terms and conditions of holding a degree examination open to the public shall be specified by the Dean one week before the scheduled date of the exam at the latest. Information about the exam will be published on the school website or a notice board. It should include the names of the chairperson and members of the Board, the full name of the student sitting the examination, the thesis title as well as the date and place of the examination.

30. The degree examination is an oral examination and its purpose is to assess the student's knowledge of a given field of study and the field of specialization.

31. The exam shall consist of:

- Giving a review,
- Giving a report on the thesis,
- Student's responses to the reviewer's and supervisor's comments,
- Student's responses to three randomly chosen questions (related to basic science, main-field-of-study and specialization courses, as well as additional questions on the subject of the diploma thesis)

32. The Dean in consultation with the supervisors and seminar teachers must prepare a set of examination questions concerning general education, basic science and main-field-of-study courses, and share them with the students.

33. If the student fails the degree examination or fails to sit the degree examination on the specified date, the Dean will set a date for a second attempt. If the student has failed the degree examination, he or she may re-sit it not earlier than one and not later than three months after the first attempt. If the student has failed the examination at the second

attempt or has failed to sit the examination at the second attempt, the Rector decides to remove him or her from the roster.

34. The student completes the studies when he or she has passed the degree examination.

35. The final grade is calculated based on:

- An arithmetic mean of grades obtained throughout the studies (excluding failed courses) – A,
- thesis grade – B
- degree examination grade – C

36. A graduate shall receive a diploma of higher education with the grade being the final result of first- and second-cycle studies in accordance with the following formula: $A/2 + (B + C)/4$.

37. The diploma of higher education includes the final grade rounded off to full grade in accordance with the rule:

- $<3.0; 3.4)$ – satisfactory – E
- $<3.4; 3.8)$ – satisfactory plus – D
- $<3.8; 4.2)$ – good – C
- $<4.2; 4.6)$ – good plus – B
- over 4.6 – very good – A

38. The degree examination board may increase the final grade if the student has received/has met two of the following three conditions:

- A “very good” grade for the thesis,
- A “very good” grade for the degree examination,
- At least “good” grades for all the courses throughout the last year of studies.

39. A student will receive a copy of the diploma of higher education or a copy of the supplement upon producing proof of payment, if any.