

Resolution no. 118/2021
of the Council of the Faculty of Letters of the University of Wrocław
of 21 September 2021
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 of the
University of Wrocław

The general conditions for completing studies at the University of Wrocław are defined in *the Study Regulations at the University of Wrocław* (Resolution no. 37/2021 of the Senate of the University of Wrocław of 21 April 2021, in particular, part IX – Completing studies (paragraphs 42-48), hereinafter referred to as "the Study Regulations"). Furthermore, based on Paragraph 42 of these Regulations, *Regulation no. 42/2021 of the Rector of the University of Wrocław of 30 March 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*, *Regulation no. 158/2019 of the Rector of the University of Wrocław of 30 December 2019 on introducing the rules for designing and documenting study curricula for degree programmes in a specific field of study for first-cycle studies, second-cycle studies, long-cycle master's studies based on the Polish Qualifications Framework, created and modified from the academic year 2019/2020*, The Council of the Faculty of Letters specifies the following detailed conditions for completing first-cycle and second-cycle studies, the requirements for diploma theses and the form of diploma examinations:

FIRST-CYCLE STUDIES

1. At first-cycle studies, the student (or – in exceptional cases, with the dean's approval – a team of students – Paragraph 43, Point 6 of *the Study Regulations*) prepares independently, under the guidance of an employee of the Faculty of Letters (exceptions are specified in Paragraph 43, Point 1 of *the Study Regulations*) in conjunction with a bachelor's seminar, a diploma thesis whose volume (including bibliography) should be approximately 55-70 thousand characters (including spaces). Each thesis should also contain a concise abstract (up to 4 thousand characters, including spaces) and keywords (up to 1 thousand characters, including spaces) in Polish. If the thesis is written in Polish, it must contain the title page, abstract and keywords in Polish and English. Preparing a thesis in the main studied language does not require separate consent of the dean or the director/head of the teaching unit. If the thesis is written in a studied foreign language, it must include the title page, abstract and keywords in Polish and in the studied foreign language.
2. Before commencing the preparation of the diploma thesis, the student shall submit to the thesis supervisor a written consent of the holder of the statutorily protected secrets, including professional secrets, contained in the diploma thesis, to make the diploma thesis available in the National Repository of Written Diploma Theses (it is required if the thesis contains such secrets). A specimen statement of the holder of a statutorily protected secret expressing his/her consent to make the diploma thesis available in the National Repository of Written Diploma Theses is provided as an appendix to *Regulation no. 42/2021 of the Rector of the University of Wrocław of 30 March 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*. The supervisor is obliged to submit the statement and the notification of the planned diploma examination to the Dean's Office of the Faculty of Letters.
3. The bachelor's thesis is an independent work of a descriptive or analytical nature, resulting from the application of at least some of the procedures characteristic of the research proceedings, equipped with the back matter characteristic of a scientific text. The diploma thesis presents the student's general knowledge and skills related to a given field, level and profile of studies as well as his/her independent analysis and reasoning skills. In particular, the diploma thesis may be a written work, a published article, a project work, including the design and implementation of computer software or system.

In the case of a project, after consulting the supervisor, the dean may allow the student to prepare a thesis whose volume does not meet the conditions specified in Point 1 regarding the minimum volume. The student's own translation with appropriate commentary and methodological foundations may also be presented as a thesis.

4. Bachelor's thesis topics shall be approved by appropriate institute/chair councils. They are made available to students by announcing them on the website of the institute/chair no later than one semester before the scheduled end of the studies. The final title of the thesis may deviate from the approved topic while the basic scope of the material and method specified in the topic must be maintained.
5. The institute/chair council shall specify the scope of the bachelor's examination and detailed rules for its administration no later than by 30 June of the academic year preceding the year in which the diploma examination is scheduled.
6. During the bachelor's examination, the student answers three questions. Two questions refer to the scope of the material specified by the institute/chair council. One question during the examination concerns the thesis and its broader context. The examination does not cover the contents of all courses from the entire period of studies and does not verify the achievement of individual learning outcomes. The examination may be the written, oral or mixed form (as specified in the curriculum for a given field of study).
7. The formal conditions that must be met by the supervisor of the bachelor's thesis and the examination committee are specified by *the Study Regulations*. Before the diploma examination, the diploma paper is always verified using the anti-plagiarism software cooperating with the national repository of written diploma thesis, under separate regulations in force at the University of Wrocław and at the Faculty of Letters.
8. According to Paragraph 6, Point 7 of Regulation no. 158/2019 of the Rector of the University of Wrocław, at first-cycle studies, the student receives no fewer than 10 ECTS points for preparing the diploma thesis and preparing for the diploma examination or 5 ECTS points for preparing for the diploma examination when the curriculum for a given field of study does not provide for a diploma thesis.

SECOND-CYCLE STUDIES

9. At second-cycle studies, the student (or – in special cases, with the dean's approval – a team of students – Paragraph 43, Point 6 of *the Study Regulations*) prepares independently, under the guidance of an employee of the Faculty of Letters (exceptions are specified in Paragraph 43, Point 1 of *the Study Regulations*) in conjunction with a master's seminar, a diploma thesis whose volume (including bibliography) should be approximately 110-140 thousand characters (including spaces). Each thesis should also contain a concise abstract (up to 4 thousand characters, including spaces) and keywords (up to 1 thousand characters, including spaces) in Polish. If the thesis is written in Polish, it must contain the title page, abstract and keywords in Polish and English. Preparing a thesis in the main studied language does not require a separate consent of the dean or the director/head of the teaching unit. If the thesis is written in the studied foreign language, it must include the title page, abstract and keywords in Polish and in the studied foreign language.
10. Before commencing the preparation of the diploma thesis, the student shall submit to the thesis supervisor a written consent of the holder of the statutorily protected secrets, including professional secrets, contained in the diploma thesis, to make the diploma thesis available in the National Repository of Written Diploma Theses (it is required if the thesis contains such secrets). A specimen statement of the holder of a statutorily protected secret expressing his/her consent to make the diploma thesis available in the National Repository of Written Diploma Theses is provided as an appendix to *Regulation no. 42/2021 of the Rector of the University of Wrocław of 30 March 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. The supervisor is obliged to submit the statement and the notification of the planned diploma examination to the Dean's Office of the Faculty of Letters.

11. The master's thesis is an independent work of a scientific nature, which should implement the principles in force during the writing of this type of work; in particular, it must use the procedures and back matter characteristic of a scientific text and prove the performance of a scientific (analytical or problem) task in the written form. The diploma thesis presents the student's general knowledge and skills related to a given field, level and profile of studies as well as his/her independent analysis and reasoning skills. In particular, the diploma thesis may consist be a written work, a published article, a project work, including the design and implementation of computer software or system. In the case of a project, after consulting the supervisor, the dean may allow the student to prepare a thesis whose volume does not meet the conditions specified in Point 9 regarding the minimum volume. The student's own translation with appropriate commentary and methodological foundations may also be presented as a thesis.
12. Master's thesis topics shall be approved by the appropriate institute/chair councils. They are made available to students by announcing them on the website of the institute/chair no later than two semesters before the scheduled end of the studies. The final title of the thesis may deviate from the approved topic while the basic scope of material and method specified in the topic must be maintained.
13. The institute/chair council shall specify the scope of the master's examination and detailed rules for its administration not later than by 30 June of the academic year preceding the year in which the diploma examination is scheduled.
14. During the master's examination, the student answers three questions located within the scope of the material corresponding to the scientific specialisation within which the thesis is situated, with at least one question being directly related to the thesis and its methodology. The examination does not cover the contents of all courses from the entire period of studies and does not verify the achievement of individual learning outcomes. The examination shall be oral.
15. The formal conditions that must be met by the supervisor of the master's thesis and the examination committee are specified by *the Study Regulations*. Before the diploma examination, the diploma thesis is always verified using the anti-plagiarism software cooperating with a national repository of written diploma theses, under separate regulations in force at the University of Wrocław and at the Faculty of Letters. The master's thesis is registered, archived and verified by the Uniform Anti-Plagiarism System described in the separate regulations issued by the Rector of the University of Wrocław and in the regulations binding at the Faculty of Letters.
16. According to Paragraph 6, Point 8 of Regulation no. 158/2019 of the Rector of the University of Wrocław, at second-cycle studies, the student receives no fewer than 20 ECTS points for preparing the diploma thesis and preparing for the diploma exam.
17.
 1. *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 of the University of Wrocław expires.*
 2. This Resolution shall enter into force on 1 October 2021.
 3. Institute/chair councils shall prepare their internal regulations or procedures concerning diploma theses written in a given field of study and administering diploma examinations, which they shall submit to the dean of the Faculty of Letters for approval. The provisions of these regulations may not violate the provisions of *the Study Regulations*, this Resolution or other legal acts in force at the University of Wrocław and at the Faculty of Letters.

For the fields of study offered, the institute/chair councils shall define, among others, the detailed requirements for the diploma thesis, the obligatory components of the thesis and editing requirements, the language in which the diploma examination is administered, the scope of the material required at the diploma examination.

**Chairman of the Council of the Faculty of Letters
Dean of the Faculty of Letters
dr hab. Arkadiusz Lewicki, professor of the University of Wrocław**

A. Lewicki