

**ORDINANCE No. 112/2022**  
**of the Rector of the University of Wrocław**  
**of 12 May 2022**

**on the *Diploma Procedure, checking diploma theses in the anti-plagiarism system, archiving diploma theses using the Archive of Diploma Theses (APD) system and submitting theses to the Repository of written diploma theses***

Pursuant to Article 23, sections 1 and 2 and Article 351 of the Act of 20 July 2018. - *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2022, item 574 as amended), the Regulation of the Minister of Science and Higher Education of 27 September 2018 on Studies (consolidated text: Journal of Laws of 2021, item 661) and the Rules and Regulations for Studies at the University of Wrocław, it is ordered as follows:

§ 1.1. The University of Wrocław, as part of the University System of Student Services (USOS), operates a system called the *Archive of Diploma Theses*, hereinafter referred to as the APD system, which makes it possible to support the process of graduation and archiving of diploma theses (Bachelor's, Engineer's, Master's), checking of diploma theses in the anti-plagiarism system and transferring of diploma theses to the Repository of written diploma theses, an external system indicated in the Law on Higher Education and Science.

2. The Appendix to this Ordinance announces the *Procedure for diploma theses, checking diploma theses in the anti-plagiarism system, archiving diploma theses using the Archive of Diploma Theses (APD) system and submitting diploma theses to the Repository of written diploma theses*, hereinafter referred to as the Procedure.

3. Access to the APD system is possible after logging on the website [apd.uni.wroc.pl](http://apd.uni.wroc.pl)

§ 2. The guidelines for writing diploma theses, the conditions for a student to be admitted to the diploma examination, the form and scope of the diploma examination, the composition of the diploma examination committee and the organisation and course of the diploma examination are regulated by separate regulations.

§ 3. The IT Student Support Systems Department is responsible for:

- 1) preparation of separate APD System User Manuals for:
  - a) students,
  - b) supervisors and reviewers,
  - c) dean's office staff,and posting them on the [apd.uni.wroc.pl](http://apd.uni.wroc.pl) website;
- 2) training of staff appointed by the deans who are responsible for the proper functioning of the APD system and for observing the application of the Procedure in the faculty;
- 3) technical support for the APD system and the anti-plagiarism system.

§ 4.1. The dean of the faculty shall appoint two faculty coordinators of the APD system from among the staff of the dean's office.

2. The tasks of faculty coordinators of the APD system are defined in the Procedure.

§ 5. 1. Ordinance No. 42/2021 of the Rector of the University of Wrocław of 30 March 2021 on the Diploma Procedure, checking diploma theses in the anti-plagiarism system, archiving diploma theses using the Archive of Diploma Theses (APD) system and submitting diploma theses to the Repository of written diploma theses is repealed.

2. In the case of students who commenced the diploma process prior to

coming into force of this Regulation, the previously binding provisions of Regulation No. 42/2021 of the Rector of the University of Wrocław of 30 March 2021 on the Diploma Procedure, checking diploma theses in the anti-plagiarism system, archiving diploma theses using the Archive of Diploma Theses (APD) system and submitting diploma theses to the Repository of written diploma theses may be applied.

§ 6. Supervision of the implementation of this ordinance is entrusted to the Vice-Rector for teaching.

§ 7. The ordinance shall enter into force on the date of its signature.

**prof. dr hab. Jan Sobczyk**  
**Acting RECTOR**

**Diploma procedure, checking diploma theses in the anti-plagiarism system, archiving diploma theses using the Archive of Diploma Theses (APD) and submitting diploma theses to the Repository of written diploma theses**

**§ 1**

1. The supervisor is obliged, by a deadline set by the dean, to provide the dean's office with handwritten, signed information about planned diploma examinations, using a specimen printed from the APD system. The information is drawn up separately for each student and includes:
  - 1) the student's name(s), surname and album number;
  - 2) title of the thesis in the original language;
  - 3) the composition of the committee conducting the diploma examination in particular:
    - a) the name(s) and surname(s), academic title or degree of the supervisor;
    - b) the name(s) and surname(s), academic title or degree of the reviewer;
    - c) name(s) and surname(s), academic title or grade of chairperson;
  - 4) the planned date of the diploma examination.
2. The supervisor shall be obliged to attach to the information on the planned diploma examination a written consent of the holder of statutorily protected secrets, including professional secrets contained in the diploma thesis, to make the diploma thesis available in the Repository of written diploma theses. The consent should be submitted by the student preparing the diploma thesis before starting its preparation. A specimen declaration of a holder of a statutorily protected secret agreeing to making the diploma thesis available in the Repository of written diploma theses is enclosed to this Procedure.
3. An employee of the dean's office, by the deadline set by the dean, having received the information from the supervisor referred to in section 1, before the scheduled date of the diploma examination, is obliged to enter it into the USOS system:
  - 1) title of the thesis in the original language;
  - 2) information about the members of the committee conducting the diploma examination, in particular:
    - a) the name(s) and surname(s), academic title or degree of the supervisor;
    - b) the name(s) and surname(s), academic title or degree of the reviewer;
    - c) name(s) and surname(s), academic title or grade of chairperson;
  - 3) the planned date of the diploma examination,
  - 4) information on the electronic processing of the diploma examination protocol in the APD system.
4. A student, by the deadline set by the Dean, before taking the diploma examination, after the data has been entered into the USOS system by an employee of the dean's office, is obliged to:
  - 1) entry into the APD system:
    - a) the language in which the original diploma thesis will be submitted,
    - b) the title of the diploma thesis in Polish, if the original language of the thesis is a foreign language - maximum character limit 1000,
    - c) a concise summary of the thesis in Polish, if the original language is Polish, and a concise summary of the thesis in Polish and the original language, if the thesis has been prepared in a language other than Polish - the maximum character limit is 4000 characters,
    - d) key words in Polish, if the language of the original thesis is Polish, and key words in Polish and in the language of the original thesis if the language of the original thesis is a foreign language - maximum character limit 1000,
    - e) an electronic version of the diploma thesis prepared as a single file in PDF format. In diploma theses, attachments should be entered into the APD system as an additional zipped attachment (ZIP, RAR, 7Z,GZIP).

GZIP). The file name consists of: the abbreviation of the name of the University of Wrocław (UWr), the digital code of the faculty (2 digits), the student's album number (from 4 to 6 digits), the year of uploading the diploma thesis to the APD system, and the individual elements of the file name are separated by a hyphen, e.g: UWr-23-123456-2018; UWr-23-123456-2018;

- f) translations into English of the elements referred to in points b to d, if such requirements have been introduced in the faculty;
- 2) approval in the APD system of a declaration about the authorship of the diploma thesis and the possibility of making the diploma thesis available for academic, research and teaching purposes, which results in submitting an electronic attestation as equivalent to signing the declaration. The specimen of the statement on the authorship of the thesis is specified in the ordinance of the Rector of the University of Wrocław on the documentation of the course of studies at the University of Wrocław.

## **§ 2**

Theses entered into the APD system are checked in the Anti-Plagiarism System. A thesis may be submitted for re-checking in the Anti-Plagiarism System within the same examination as a new attempt only once.

## **§ 3**

The supervisor, within the deadline set by the dean, is obliged to:

- 1) upload of the diploma thesis posted by the student in the APD system to the Anti-Plagiarism System;
- 2) assessment of the similarity report generated from the Anti-Plagiarism System;
- 3) approval of the diploma paper in the APD system if there are no prerequisites indicating that the thesis has been written in breach of copyrights and submission of an electronic statement of acceptance of the diploma thesis for defence;
- 4) approval in the APD system of a declaration about the authorship of the diploma thesis and the possibility of making the diploma thesis available for academic, research and teaching purposes, which results in submitting an electronic attestation as equivalent to signing the declaration.

## **§ 4**

1. If there is a suspicion of copyright infringement in the diploma thesis, the supervisor notifies the dean, who applies to the rector for an investigation.
2. If the assessment of the similarity report reveals that the diploma thesis does not contain indications of plagiarism, but is the result of the author's lack of diligence when using other people's works in the diploma thesis, the supervisor shall immediately notify the dean and the student that the diploma thesis has been withdrawn for correction in this respect, at the same time indicating the proportion of the text authored by the student presenting the thesis and the source materials included in the diploma thesis. The student corrects the diploma thesis and attaches an electronic version of the corrected paper, which the supervisor sends to the anti-plagiarism system, in accordance with § 3, pt. 1.
3. After rechecking the thesis in the Anti-Plagiarism System, the supervisor sends the appropriate written information to the dean's office and submits an electronic statement in accordance with § 3 pt. 3.
4. All consequences, including financial ones related to the initiation and conduct of proceedings for copyright infringement (costs of reviews, experts, etc.) are borne entirely by the unit of the University of Wrocław where the thesis was prepared.
5. The reviewer, by the deadline set by the dean, is required to fill in and approve in the APD system the thesis evaluation form (thesis review), which results in an electronic certification as equivalent to signing the review.

6. Members of the diploma examination committee approve the diploma examination protocol in the APD system, which results in an electronic certification as equivalent to signing the protocol.
7. If, in accordance with the study regulations, the grade on the diploma is raised, the chairperson of the diploma examination committee is obliged to enter a note in the APD system that reads: The grade on the diploma was raised in accordance with the applicable study regulations.

## **§ 5**

An employee of the dean's office, by a deadline set by the dean, is required to check before the diploma examination:

- 1) whether the student's diploma thesis and the data referred to in § 1, sec. 3 have been entered into the APD system;
- 2) whether the diploma thesis entered by the student has been approved by the supervisor in the APD system, in accordance with the provisions of § 3, pt. 3;
- 3) whether reviews have been entered into the APD system in accordance with the provisions of § 3 pt. 4 and § 4 sec. 5, and then print out electronically signed reviews and submit them to the student's file.

## **§ 6**

1. After conducting the diploma examination, the committee members immediately approve in the APD system a diploma examination protocol containing in particular:
  - 1) title of the diploma thesis;
  - 2) evaluation of the diploma thesis;
  - 3) the date of the examination;
  - 4) name(s) and surname of student;
  - 5) album number;
  - 6) names and surnames, signatures and academic titles, scientific degrees or professional titles of the members of the committee responsible for the diploma examination;
  - 7) the content of the questions asked and the marks obtained;
  - 8) the grade point average achieved during the studies;
  - 9) a mark from the diploma examination;
  - 10) the final outcome of the studies;
  - 11) the professional title obtained.
2. The diploma examination protocol may also contain other data (information) pursuant to separate regulations.
3. An employee of the dean's office prints out, in the USOS system, the diploma examination report, the reviews specified in § 3, pt. 4 and § 4, sec. 5, the Diploma Thesis Card confirming that the thesis has been stored in the APD, and places it in the student's folder.
4. On the basis of the transcript of the diploma examination, an employee of the dean's office assigns a diploma number in the USOS system from the central, university register of diploma numbers.

## **§ 7**

1. Diploma theses shall be kept in the APD for a period of not less than 50 years.
2. A Diploma Thesis Card is kept in the student's personal file folder confirming that the diploma thesis has been stored in the APD. The card is printed according to the template available in the USOS system.
3. The Archive of the University of Wrocław makes the diploma thesis available for scientific, research and teaching purposes on the basis of the consent expressed in the declaration referred to in § 1, sec. 4, pt. 2. In the absence of consent, the thesis will be treated solely as part of the study file and will not be made available.
4. Diploma theses deposited in the APD system after conducting the diploma examination and assigning a diploma number are transferred to the repository of written diploma theses.

5. Transfer of diploma theses between the APD systems and the Repository of written diploma theses is carried out automatically, within the deadlines established by the university.
6. Faculty coordinators of the APD system are obliged to monitor the correctness of the diploma theses deposited in the APD system, and in particular to monitor the history and export statistics module in the APD system in order to remove the errors indicated therein, before the date of export to the system operated for the Repository of written diploma theses in the following month.

### **§ 8**

Supervision over the correct submission of diploma theses to the system operated for the Repository of written diploma theses is exercised by the Teaching Department pursuant to separate internal regulations.

Wrocław, .....

(dd-mm-yyyy)

.....  
(name of the institution)

.....  
(address details)

### NOTICE

I agree to make my diploma thesis on the following topic available in the Repository of written diploma theses\*:

.....  
written by Mr./Ms.\*\* .....

a student of the Faculty .....

under the supervision of the supervisor .....

in connection with the use of confidentiality .....

.....  
(stamp and signature of authorised person)

\* **ACT of 20 July 2018. Law on higher education and science** (consolidated text Journal of Laws of 2022, item 574, as amended)

#### **Article 347 [Repository of written diploma theses]**

1. The repository of written diploma theses includes:
  - 1) title and content of the diploma thesis;
  - 2) names and surname of the author of the diploma thesis;
  - 3) the PESEL number of the author of the diploma thesis or, failing that, the number of the document confirming identity and the name of the country which issued it;
  - 4) the name and surname of the diploma thesis supervisor, his/her PESEL number or, failing that, the number of the document confirming identity and the name of the country which issued it;
  - 5) the name and surname of the thesis reviewer, his/her PESEL number or, failing that, the number of the document confirming identity and the name of the country which issued it;
  - 6) the name of the university;
  - 7) the date of passing the diploma examination;
  - 8) field of study, level and profile.
2. Theses containing information protected under the provisions on the protection of classified information shall not be placed in the repository.
3. The data referred to in sec. 1 shall be entered into the repository by the rectors.
4. The rector enters the content of the diploma thesis into the repository immediately after the student passes the diploma examination.
5. Access to the data referred to in sec. 1 shall be available to the supervisor of the diploma thesis and PKA, as well as to the minister to the extent necessary for the proper maintenance and development of the repository and the IT systems supporting the repository.

\*\* delete as appropriate