

# A GUIDE THROUGH WRITING YOUR THESIS AND FINAL EXAM

## STEP 1 – CHOOSING THE TOPIC

1. Check the list of available thesis topics published by the faculty.
2. Contact a supervisor and agree on the topic.
3. Fill the declaration form and submit it in the Deans's Office room nr 40 within the announced deadline. If you change the topic, it is necessary to submit a new declaration with the revised topic, signed by the supervisor.

Declaration of the choice of thesis topic (see "To Download")

Declaration of Change of Thesis Topic (see "To Download")

## STEP 2 – WRITING THE THESIS

1. Maintain regular contact with your supervisor (regular consultations and progress reports). If your thesis includes a practical component (e.g. laboratory work), you must strictly follow health and safety regulations. You are also required to comply with the Study Regulations.
2. Follow the official faculty template:
  - for Bachelor's: Experimental bachelor's thesis template or Theoretical undergraduate thesis template (see: Thesis Template)
  - for Master's: Master's thesis template – (see: Thesis Template).
3. Prepare the thesis manuscript independently. The diploma thesis must be prepared in accordance with the university's standards of academic integrity. Presenting fragments, ideas, research results, or any other elements of someone else's work as your own is strictly prohibited. Please note that all theses will be checked using an anti-plagiarism system, which can also detect AI-generated content.
4. Bachelor's Thesis:  
Bachelor's thesis prepares you for conducting research; it may be theoretical or experimental\*. A bachelor's thesis should include:
  - Clearly defined research problem
  - References to core literature
  - Description of how the problem was addressed/solved

The preparation of a bachelor's thesis is intended to develop the following skills:

- A comprehensive overview of the issues and concepts related to the thesis topic
- Independent and critical study of literature

- Diagnosing and evaluating research problems
- Identifying and analyzing observed natural phenomena, especially those that the graduate will encounter in practice
- Applying the knowledge acquired during studies in both theory and practice, Presenting logical reasoning
- Using clear scientific language

\* The practical thesis should follow a structure and level of academic rigor comparable to that of a Master's thesis.

## 5. Master's Thesis:

It is a fully research-based study. A master's thesis must include:

- clearly and unambiguously formulated aim, scope, and subject of the thesis
- a review of the relevant literature, situating the aim, scope, and subject of the thesis within the context of existing research, with justification for conducting the study in the chosen area
- an indication of the materials, methods, and techniques used in the research
- adoption of scientific terminology and, if required by the aim and design of the thesis, a discussion of its proper use
- presentation of methodological assumptions (the approach) that enable the achievement of the thesis objectives
- clear presentation of the obtained results, using graphical, statistical, or other tools as appropriate
- a critical interpretation of the results (discussion) with references to findings in the literature, rather than merely reporting the results
- a summary and final conclusions that do not constitute a literal repetition of the main generalizations expressed in the empirical part of the thesis

In a master's thesis, the student should demonstrate the ability to:

- apply methods appropriate to their field of study
- be familiar with sources and literature relevant to the topic being addressed
- properly structure and organize the thesis
- argue logically and draw correct conclusions
- formulate judgments precisely

## STEP 3 – BEFORE YOUR THESIS DEFENCE (DIPLOMA EXAM)

### 1. Arranging the Date of the Diploma Examination

- The dates of diploma examinations held at the end of the **winter semester** and at the end of the **summer semester** are established by a Dean's ordinance of the Faculty of Biological Sciences (WNB) issued in **December**. Each diploma examination date will have a **separate schedule**, including detailed instructions on the steps that must be completed in the **APD system**.

- After the planned dates of diploma examinations have been announced, students are required to contact their thesis supervisor to arrange the exact date of the diploma examination.

## 2. Passing the “Thesis Preparation” course and study programme requirements

To proceed with the diploma examination, the following conditions must be met:

- **Complete your research** – make sure all experiments, analyses, and data collection are finished, and your results are fully documented,
- **Prepare your manuscript** – the thesis should be fully written. This means all chapters, tables, figures, and references are formatted and polished. Please note that once the thesis is uploaded to the APD system, no further changes to the document can be made.
- **Complete all courses included in the study programme** – all required courses included in the study programme must be completed and passed. All final grades must be entered into the USOS system **at least 7 working days** before the scheduled diploma examination. Submission of the diploma thesis is only possible after all course requirements have been fulfilled and recorded in the USOS system.

## 3. APD System – once your supervisor approves your manuscript:

- **Log in to the APD system** using the same login and password as for USOSweb: <https://apd.uni.wroc.pl>
- **Read the thesis registration instructions** available in the APD system after logging in.
- **Enter the required information about your thesis**, including:
  - the abstract of your thesis in both Polish and English – maximum length: 4000 characters;
  - keywords in Polish – maximum length: 1000 characters;
- **Upload your thesis in a .pdf format to the APD system** – this platform stores all theses and allows the committee to access your work. Any appendices to the thesis should be uploaded to APD as an additional compressed attachment (ZIP, RAR, 7Z, GZIP).

**Important:** You must upload your diploma thesis to the APD system **no later than 4 weeks** before your scheduled diploma examination date. Failure to meet this deadline will result in not being admitted to the diploma examination.

**Important:** The title of your thesis shown in the PDF file must be identical to the title entered in the APD system. If the title in the PDF does not exactly match the title entered in APD, your thesis will not be accepted by the Dean's Office, and you will not be admitted to the diploma exam on the scheduled date.

- The schedule and scope of activities related to entering information into the APD system by you, your supervisor, the reviewer, and the dean's office staff are specified in Zarządzenie Nr 1/2023 Dziekana Wydziału Nauk Biologicznych Uniwersytetu Wrocławskiego z dnia 4 stycznia 2023 r.
- **Supervisor performs a plagiarism check** – make sure your work meets originality requirements. If the system flags any sections, your supervisor will guide you on how to properly cite or revise them. Before the diploma examination, the thesis must be verified using an anti-plagiarism system. Please note that, prior to approving the thesis, the JSA (Unified Anti-Plagiarism System) report must be generated and analysed.
- **Thesis Evaluation – Reviews**  
After the ultimate acceptance of the thesis reports in the JSA System, your thesis undergoes the review process. This is the moment for your supervisor and reviewer to upload their reviews in the APD system.
  - If the difference between the supervisor's and reviewer's grades is 1.5 or more, the Dean appoints an additional reviewer.
  - If the reviewer gives a failing grade, the Dean appoints an additional reviewer.
  - The thesis receives a positive final grade if the additional reviewer gives at least a satisfactory (3.0) grade.
  - If the review is failing, the thesis cannot serve as the basis for graduation. An additional reviewer is appointed, and their grade is final and decisive.
- If your thesis passes the JSA evaluation and receives positive reviews – YOU ARE READY FOR THE DIPLOMA EXAM 😊

#### 4. Submitting the documents in the Dean's Office (no later than the day of your diploma exam):

- Mandatory:
  - Completed and signed clearance slip (see "To Download").
  - Confirmation of a cleared library obligations card (you had been given at the beginning of your studies – contact Ms Sabina Hens or Ms Justyna Borzęcka Fontoura for a detailed information).

- Optional:
  - Concerning additional diplomas, see step 6.
  - In the Diploma Supplement there is a place to put the information about your additional activities. For example, if you are a member of a student's club or you have done some internship – we can put that info in the supplement. Just fill the application form and attach to it the confirmation of them (see the Catalogue and Application form in “To Download”).

#### **STEP 4 – DIPLOMA EXAM (on site)**

The diploma examination is always conducted in an **oral form** and **in person** (on-site).

- **Remote diploma examination (in extraordinary circumstances)**

You should be aware that diploma examinations, in extraordinary circumstances, may be conducted remotely using distance learning technologies recommended at the University of Wrocław.

If your exam is to be held remotely:

- Your supervisor must submit a request for a remote examination.
- The request must be approved by the Vice-Dean for Teaching.
- The supervisor must consult the examination committee members and you before submitting the request.
- The request must be submitted no later than 7 working days before the planned examination date.

The detailed procedure for conducting remote examinations is described in [Załącznik Nr 1 do uchwały Rady Wydziału Nr 13/2022.](#)

- **Structure of the diploma examination (on site):**

The diploma examination includes:

- a) Oral presentation (max. 10 minutes, no slides)**

You should give an oral presentation of the most important aspects of your diploma thesis. You are not allowed to use multimedia presentations or any other visual aids.

- If your thesis is theoretical, you should explain:
  - the main objectives of your thesis
  - the key topics you discussed
  - and your final conclusions or summary
- If your thesis is experimental (research-based), you should explain:
  - the most important background literature introducing your topic
  - the aim of your study

- the research methods you used
- your most important results
- and your conclusions

#### **b) Thesis Discussion**

After your presentation, you should be prepared to discuss your thesis. You should respond to the comments and remarks included in the reviews and answer questions from the examination committee related to your work.

Your presentation and discussion will be recorded in the exam protocol as the first exam question (“Discussion of the diploma thesis”) and will be graded together.

#### **c) Three general field questions**

After that, you should answer three additional questions. These questions are meant to assess your knowledge and skills related to your field of study.

### **STEP 5 – AFTER EXAM – RULES FOR CALCULATING YOUR FINAL DIPLOMA GRADE**

- **Diploma with Distinction**

You will receive a “Diploma with Distinction” if your unrounded final result is higher than 4.80. In this case, the Dean’s Office will prepare a diploma with distinction for you.

- **Rounding (“equalization”) rules**

Your final result entered on the diploma follows these ranges:

- up to 3.40 → satisfactory (dostateczny)
- above 3.40 to 3.80 → satisfactory plus (dostateczny plus)
- above 3.80 to 4.20 → good (dobry)
- above 4.20 to 4.60 → good plus (dobry plus)
- above 4.60 → very good (bardzo dobry)

### **STEP 6 – DIPLOMA AND DIPLOMA SUPPLEMENT – FREE COPIES**

You will receive the following free of charge (depending on your application):

- **Option 1 – all issued in Polish (this option generally refers to Polish students):**
  - 1 original diploma and diploma supplement,
  - Two additional copies of the diploma (equivalent to the original diploma),
  - Two additional copies of the diploma supplement,
- **Option 2 – generally this option refers to the English-speaking students:**

- 1 original diploma and diploma supplement in Polish,
- One copy of the diploma and supplement in Polish (equivalent to the original diploma),
- One copy of the diploma and supplement in English (equivalent to the original diploma).

If you would like option 2, you must submit the application form no later than the date of graduation (Application Form for the Issuance of a Diploma and Diploma Supplement in English – see “To Download”).

- **ADDITIONAL PAID COPIES**

- the diploma in English (20 PLN), and/or
- the diploma supplement in English (20 PLN),

You must submit your request **within 30 days** from the date of your diploma examination (Application Form for the Issuance of a Diploma and Diploma Supplement in English – see “To Download”).

## **STEP 7 – AFTER YOU SUCCESSFULLY PASS YOUR DIPLOMA EXAM**

1. The Dean’s Office will assign your diploma number and the official diploma date in the USOS system. You will need this information if you plan to apply for Master’s studies.
2. Within a few days after your diploma exam, you may request a certificate of graduation.
3. Your diploma and diploma supplement will be ready for collection **on the 30th day after your diploma exam.**

## **STEP 8 – COLLECTING YOUR DIPLOMA**

When collecting your diploma, you must submit your student ID card.

- If you are a Bachelor’s graduate, you are entitled to keep your student ID card until 31 October of the year in which you graduate.
- If you are a Master’s graduate, you are required to return your student ID card.

Please note that your clearance slip and cleared library obligations card must be submitted earlier – no later than the day of your diploma exam.

## **NORMATIVE ACTS**

<https://biologia.uwr.edu.pl/prace-dyplomowe/prace-dyplomowe-licencjackie-i-magisterskie-2/>