

Dąbrowa Górnicza, 28 March 2024

DEGREE AWARDING PROCEDURE

§ 1. Preliminary remarks

1. The present document contains the principles and information concerning the degree-awarding procedure at WSB University, hereinafter referred to as the University, directly resulting from the Study Regulations. The principles described in the present regulations apply to Bachelor's, Bachelor of Engineering and Master's theses, subject to sec. 3 and 4.
2. The purpose of the preparation of the thesis and final examination is the verification of the students' achievement of selected learning outcomes, defined in the curriculum.
3. For the field of Nursing there is a separate degree awarding procedure introduced by the ordinance of the Rector of WSB University. A student in the field of Physiotherapy and Medical Rescue from the education cycle commencing from 01.10.2023 takes a theoretical and practical final examination, and then defends the thesis after obtaining all credits and passing an examination in all subjects and internships provided for in the study program. A student in the field of Cosmetology of the first- and second- cycle proceeds to the practical final examination, and then defends the thesis after obtaining all credits and passing an examination in all subjects and internships provided for in the study program.
4. There is no thesis in the medical field; the condition for obtaining a diploma and a doctor of medicine degree is to pass all classes and summer internships, as well as obtain a positive grade from all examinations provided for in the curriculum. The verification of practical learning outcomes is based on objective structured clinical examinations (OSCE), which cover more than one subject and in year VI, a test of taught skills, which summarizes the program as a whole, carried out as part of the traditional clinical examination and the planned standardized OSCE examination in the Multiprofile Medical Simulation Center.

§ 2. Thesis supervisors

1. A thesis supervisor can be a university teacher with the academic title of professor, or the postdoctoral degree or a degree of doctor.
2. In the case of the preparation of a thesis in co-operation with a company, it is allowed to select a thesis tutor who represents the company.
3. At the student's request the Dean assigns a thesis supervisor.
4. In justified cases, the Dean can change the supervisor.
5. The topics of theses supervised by a given supervisor should correspond to his or her research interests. The approximate topics of seminars and a description of the research interests of particular supervisors are included in the supervisor's information sheet, submitted by supervisors to the scheduling department, and then made available to

students before the date of registering for seminars. A model of a supervisor's information sheet constitutes Annex 1 to the regulations.

6. The supervisor's tasks include:
 - 1) giving a candidate for a degree the possibility of consulting him or her during seminars, in the number of hours specified in the curriculum,
 - 2) directing the student's way of thinking and helping him or her at all key moments when it is necessary to make decisions, put forward propositions, plan the research procedure or analyse the results,
 - 3) verifying the student's progress in the preparation of his or her thesis,
 - 4) preventing all forms of law infringement concerning the protection of intellectual property in the preparation of theses,
 - 5) offering support in selecting the necessary references,
 - 6) giving grades after every semester during which degree seminars take place, as well as a final grade,
 - 7) preparing a review of the thesis seven days before its defence.

§ 3. The declaration, approval, announcement and selection of thesis topics

1. Thesis topics are determined during the first semester of the degree seminar.
2. The topic of a thesis can be proposed by a student, if it arises directly from his or her interests, yet the topic should remain closely related to the his or her field of study.
3. The topics of theses are approved by the Head of the Department responsible for a particular field of study.
4. After determining the topic of the thesis, the student is obliged to fill in a so-called thesis topic card and submit it at the Dean's Office (a model of the document constitutes Annex 2 to the regulations), which simultaneously constitutes a confirmation of the approval of the thesis topic by the supervisor.
5. The thesis topic card is submitted by the student to the Dean's Office as a condition of obtaining a course credit for the first semester of the degree seminar.
6. Every change to the thesis topic, during the course of the seminar, requires the supervisor's approval and is confirmed by submitting another thesis topic card with the justification of the change.

§ 4. The degree seminar

1. A thesis is supervised during regular consultations in which both the student and the supervisor are obliged to participate.
2. The purpose of the degree seminar is to prepare the student to write the thesis independently, to control students' progress and help with the preparation of their theses. During the seminars, the student should acquire knowledge on the following topics: the principles of thesis writing a thesis, documenting research results, referring to relevant literature and other sources, the methods of presenting the results of his or her work and discussing them in public.

3. The subject-matter and editing requirements for theses are contained in a separate document, *The Principles of Thesis Writing*, which constitutes Annex 3 to the regulations.
4. Obtaining a course credit for the Bachelor's/Bachelor of Engineering/Master's degree seminar is tantamount to the approval of the thesis by the supervisor and its acceptance for defence.
5. All theses are subject to an obligatory analysis following the anti-plagiarism procedure in accordance with the Anti-plagiarism Procedure Regulations.

§5. The submission of theses

1. The student is obliged to submit his or her thesis at the Dean's Office by the deadline set by the schedule for the academic year.
2. The student is obliged to submit his or her thesis two weeks before the scheduled date of the final examination.
3. The thesis approved by the supervisor ought to be submitted to the Dean's Office in the following form: a PDF file with the full version approved by the thesis supervisor; a scan of the statement of the student about writing the thesis independently. The file with the thesis together with the statement should be uploaded in the Virtual University in the Thesis tab.
4. Together with the thesis, the student ought to submit the set of documents enumerated in the *Instructions for Submitting a Thesis*.

§ 6. The review of a thesis

1. The reviewer of a thesis can be a university teacher, who is a research and teaching employee with the academic title of professor or with a postdoctoral degree or a degree of doctor. In the case of a Master's thesis written under the supervision of the university teacher with a degree of doctor, a review by a professor or a teacher with the postdoctoral degree is required.
2. The reviewer is appointed by the Dean from the body of specialists in a given field, however, a reviewer can also be a person employed outside the university, meeting the requirements specified in §6, para. 1.
3. The thesis is evaluated by the supervisor and the reviewer.
4. The reviews of theses should be detailed and carefully prepared. They should include the evaluation of:
 - 1) correspondence between the contents of a thesis and its title,
 - 2) the structure of the thesis, completeness of the propositions put forward in it, the subject-matter content of the thesis, including the author's contribution to the thesis content,
 - 3) the contribution of the thesis in terms of a new approach to the thesis topic,
 - 4) the correctness of the use of bibliographic sources,
 - 5) the formal side of the thesis,
 - 6) the ways and possibilities of using the thesis, for example, as a publication or in another form made public.

5. A thesis ought to be reviewed in accordance with the model in force, constituting Annex 4 to the regulations, and submitted by the reviewer and the supervisor to the Dean's Office at least seven days before the scheduled date of the defence of the thesis.
6. The grade given to a student for his or her thesis is the arithmetic mean of the grades given by the supervisor and the reviewer, in accordance with the following principle:
 - 1) 4.75 and above – very good,
 - 2) 4.25-4.5 – good plus
 - 3) 3.75 – 4.0 – good
 - 4) 3.25-3.5 – satisfactory plus
 - 5) 3.0 – satisfactory.
7. A student has the right to obtain insight into the review of his or her thesis in the period of seven days before the defence of the thesis.
8. It is necessary to obtain two positive reviews: one from the supervisor and one from the reviewer.
9. In the case of a negative review by the reviewer, the Dean asks another reviewer for his or her opinion. In the case of a negative review by the other reviewer, the Dean, at the student's request, allows the student to repeat the last semester of his or her studies.

§7. The final examination

1. To be accepted for the final examination the student needs to:
 - 1) obtain positive grades in all examinations included in the curriculum and course credits in modules ending with a course credit, and in the case of medical fields, the student is required to pass an examination carried out in a form which makes it possible to check the achieved learning outcomes in the category of knowledge and skills covered by the curriculum,
 - 2) submit the thesis and other necessary documents before the required deadline,
 - 3) settle all financial obligations to the university.
2. At the student's or the supervisor's request, the examination can be a public examination. Such a request should be made at the time of submitting the thesis. The decision to hold a public final examination is made by the Dean.
3. The final examination may be conducted by means of information technologies which ensure the control of their course and registration and enable voting.
4. It is possible to conduct the examination in an online form using a video conference system that provides simultaneous direct transmission of image and sound and Zoom, Microsoft and Teams platforms. Detailed rules for conducting online final examinations are regulated by the Rector's ordinance.
5. The condition for taking the final examination in the online form is to submit a thesis together with a set of documents to the Dean's office of WSB University.
6. The final examination takes place in front of an examination commission composed of the chairperson, the supervisor and the reviewer. The chairperson of the commission can be the Dean or another person appointed by the Dean. Participants in a public examination who are not members of the commission cannot ask the student any

questions, nor participate in the discussion in the closed session evaluating the examination.

7. During the final examination, in the presence of the remaining members of the commission, the student:
 - 1) makes a presentation of his or her thesis,
 - 2) answers the question asked by the supervisor,
 - 3) answers the question asked by the reviewer.
8. In the case of long-cycle studies as well as first-cycle and second-cycle studies, the commission formulates three questions that are evaluated separately:
 - 1) question I related to the topic of the thesis, formulated by the reviewer of the thesis (in the evaluation, the commission takes into consideration the preparation and presentation of the thesis, as well as the student's detailed explanation of the thesis)
 - 2) question II related to the topic of the thesis, formulated in the context of the problems of the specialization being studied – formulated by the thesis supervisor,
 - 3) question III related to the topic of the thesis, formulated in the context of the problems of the field of study – formulated by the thesis reviewer.
9. The presentation of the thesis should include its purpose of the thesis, its most important propositions, the range of the analyses conducted, and the conclusions. The presentation should be prepared in Power Point or Prezi and delivered with the use of a multi-media overhead projector.
10. The condition of obtaining a positive grade in the final examination is obtaining positive grades in the particular components of the final examination defined in §7, sec.4.
11. The Dean's Office is responsible for the preparation of the technical aspects of the final examination (including the necessary teaching and audio-visual aids).
12. The examination commission is obliged to prepare a protocol of the final examination, in accordance with the model in force at the university.
13. The final grade is calculated up to two decimal places and constitutes a sum of the GPA obtained during the studies, the grade for the thesis and the grade for the final examination, provided that, in medical fields, the grade for theoretical and practical final examinations is a component of the overall grade for the final examination in a given field of study in the following proportions:
 - 1) 50% - the GPA obtained during the studies,
 - 2) 25% - the grade for the thesis,
 - 3) 25% - the grade for the final examination.
14. The GPA is calculated in accordance with the following principle:
 - 1) satisfactory (3.0) – with a GPA to 3.25,
 - 2) satisfactory plus (3.5) – with a GPA between 3.26 and 3.75,
 - 3) good (4.0) – with a GPA between 3.76 and 4.25,
 - 4) good plus (4.5) - with a GPA between 4.26 – 4.50,
 - 5) very good (5.0) - with a GPA of 4.51 or more.
15. Graduation from university takes place after passing the final examination with at least a satisfactory grade. The graduate obtains a diploma of completing tertiary education and the degree of:

- 1) Bachelor – in the case of first-cycle studies,
 - 2) Bachelor of Nursing - in the case of first-cycle studies in the field of Nursing
 - 3) Bachelor of Engineering – in the case of first-cycle engineering studies,
 - 4) Master – in the case of long-cycle studies and second-cycle studies,
 - 5) Master of Nursing - in the case of second-cycle studies in the field of Nursing
 - 6) Doctor of Medicine - in the case of long-cycle studies in the medical field
 - 7) Master of Engineering – in the case of second-cycle studies if the curriculum includes learning outcomes leading to the acquisition of competences in engineering, in accordance with the guidelines of the National Qualifications Framework for Higher Education.
16. In the case of obtaining an unsatisfactory grade in the final examination or an unjustified failure to take the final examination on the scheduled date, the Dean sets another date as the final one. The second examination can take place no earlier than one month and no later than three months after the date of the first examination.
 17. In the case of failure to pass the final examination at the second attempt, the Dean makes the decision to remove the student from the list of students.
 18. The documentation of the final examination is transferred to the Dean's Office.
 19. After the final examination, the student receives a certificate confirming that he or she has obtained a positive grade in the final examination. The certificate shall be exchanged for a diploma.

§8. Archiving theses

1. Theses are archived both in paper form (in the graduate's personal file) and in electronic form – on the CD submitted together with the thesis, and it is allowed to store theses in the university's electronic thesis database.
2. Theses are archived by the Dean's Office.

§9. Responsibility for the actions specified by the regulations

People responsible for the actions specified in the regulations include:

- 1) The Dean: he or she appoints the supervisors and reviewers of theses, makes the decision to hold a public final examination, chairs the examination commission during the final examination or appoints the chairperson, makes decisions in the case of the negative reviews or the student's failure to pass the final examination.
- 2) The Head of the Department: approving the supervisors' information sheets, general supervision of the quality of the degree seminars conducted by the supervisors,
- 3) The supervisor conducting the seminar: filling in the supervisor's information sheet, conducting the degree seminar, verifying the thesis by means of the anti-plagiarism system, preparing a review of the thesis, and participation in the work of the examination commission during the final examination,
- 4) The employees of the Dean's Office: archiving supervisors' information sheets, preparing the technical aspects of the final examination, archiving the documentation on the final examination.

§ 10. Related documents

1. Study Regulations
2. Anti-plagiarism procedure regulations.
3. The Ordinance of the Rector on the introduction of the Degree Awarding Procedure in the field of Nursing, full-time and part-time first-cycle studies.
4. The Ordinance of the Rector on the "Final examination regulations in the field of Physiotherapy - long-cycle Master's degree studies, Cosmetology – first- and second-cycle studies, Medical Rescue first-cycle studies, conducted in full-time and part-time form in the Collegium Medicum – the Faculty of Medicine at WSB University"
5. The Ordinance of the Rector on the introduction of the OSCE regulations in the Medical Simulation Centre in the Collegium Medicum – the Faculty of Medicine at WSB University.

Annexes:

1. The supervisor's information sheet
2. The thesis topic card
3. The principles of thesis writing
4. The thesis review form
5. A model thesis title page.

