

# **FORMAL AND LEGAL REQUIREMENTS FOR DIPLOMA THESES AND THE CONDUCT OF DIPLOMA EXAMINATIONS AT THE FACULTY OF ENVIRONMENTAL AND MECHANICAL ENGINEERING OF THE UNIVERSITY OF NATURAL SCIENCE IN POZNAN**

Valid since the academic year 2023/2024

*The document has been prepared in accordance with the Law on Higher Education and Science of 20 July 2018 (Journal of Laws 2018, item 1668), the Statute of the University of Life Sciences in Poznań (Resolution No. 318/2019 of the UPP Senate of 26 June 2019. (as modified) and the Rules and Regulations of the University of Life Sciences in Poznań (Resolution No. 319/2019 of the UPP Senate), Order No. 188/2019 of the Rector of the University of Life Sciences in Poznań and the University System for Ensuring and Improving Quality of Education (Resolution No. 21/2012 of the Senate of the University of Life Sciences in Poznań of 21 November 2012).*

## **A. Basic requirements**

1. The diploma thesis is an independent study of a scientific, artistic or practical problem or a technical or artistic achievement, presenting the student's general knowledge and skills related to studies in a given field of study, level and profile, as well as independent analysis and reasoning skills.
2. The diploma thesis shall be prepared under the guidance of a person who holds at least a doctoral degree.
3. The topic of the diploma thesis is consistent with the student's specialization and field of study (his/her interests) and the specialization of the supervisor. Proposals for theses are submitted by heads of independent scientific and didactic units, entrepreneurs or other external institutions or the interested student in accordance with the graduation schedule for the relevant academic year.
4. The Deputy Dean appropriate for the field of study shall make available to students a list of diploma thesis topics together with the names of the thesis supervisors no later than in the third week of the 2nd semester. In special cases (e.g. pandemic) the deadline for thesis topics may be changed.
5. The student shall select the thesis topic no later than in the second semester of the MSc course.
6. The diploma thesis card (F2 Form – MSc thesis form) is prepared by the student in agreement with the Supervisor. It is the student's responsibility to submit the diploma thesis card to the dean's office in a timely manner and to obtain information as to whether the topic has been approved by the appropriate dean for studies. The procedure for circulation of the diploma thesis card is illustrated in the diploma thesis flow chart at the end of this document.
7. The appropriate dean for studies, following the approval of the chairperson of the programme board of the field of study, approves diploma thesis topics no later than one year before the planned date of graduation. A copy of the card shall be forwarded to the unit in which the thesis is carried out .
8. A change of the topic of the diploma thesis or the supervisor is possible only in justified situations. For this purpose, the student submits an application to the Vice-Dean for Studies on form F3 .
9. The diploma thesis in terms of correctness and progress is continuously checked and discussed during seminars and the diploma workshop. Within the framework of classes conducted by an academic teacher, the diploma student should acquire knowledge on: the principles of writing the thesis and documenting the results of experiments and referring to the literature, etc., as well as the ability to present the results and subject them to public discussion.
10. The thesis is the subject of discussion and evaluation during the diploma examination. The dissertation reviewer is selected by the relevant dean of studies from the potential reviewers proposed on the diploma card. The reviewer must have at least a doctoral degree, but not lower than the thesis supervisor .

## **B. Content requirements**

### **B.1. The MSc thesis in the form of a manuscript**

1. The master's thesis carried out at the Faculty shall document the graduate's ability to solve complex and more difficult tasks using general and specialized knowledge as well as research and experimental methods. The master's thesis must be of a conceptual, scientific and research character, and prove the graduate's in-depth knowledge in the field of the studied major. It is to constitute a document confirming the diploma student's ability to select and use appropriate mathematical and statistical

methods to develop research results. While working on the thesis, the diploma student is to demonstrate knowledge and skills in the application of technical solutions and the ability to use modern working tools, as well as to solve posed, simpler scientific problems.

2. Diploma theses are subject to evaluation, during which particular attention is paid to the following aspects:
  - conformity of the content of the thesis with the title (in particular the purpose and scope of the thesis),
  - correctness of the structure (logic of the content - the correct order and completeness of chapters and subchapters),
  - correctness of the conclusions or concluding statements (whether they result from the research or analysis carried out, and whether they correspond to the title of the work),
  - author's own contribution, novelty of the approach to the problem, other features of novelty in the work,
  - literature sources and their use (number, validity, literature in Polish and foreign languages, validity of sources - date of publication),
  - aesthetics of the work, graphic and editorial forms (tables, drawings, photographs, diagrams, etc.),
  - linguistic correctness - grammar, spelling, punctuation, stylistics and language style,
  - proper index and references to tables, figures and literature (numbering and captioning of tables and figures),
  - possible uses of the work (as source material, publication, possible sharing with a company or institution).

### **B.2. The MSc diploma thesis in the form of scientific article**

1. The decision to choose this form of diploma thesis is made by the student in agreement and with the consent of the thesis supervisor. It is the supervisor's responsibility to assess the scientific and formal value of the article(s) to be the subject of the diploma thesis.
2. The master's thesis may be an article or a series of scientific articles.
3. In the case of a single article, it must meet the following requirements:
  - substantive - the subject of the article must be consistent with the subject of the thesis as accepted by the relevant Programme Board for the course of study;
  - formal - related to the rank of the journal and the student's authorship contribution:
    - the article must be published or accepted for publication by a scientific journal with a score of at least 100, according to the list of scientific journals and peer-reviewed materials from international conferences of the Ministry of Science and Education,
    - the article must be published in a journal which is assigned to the scientific discipline to which, according to the study programme, the course of study is assigned,
    - the student should be the first author of the publication and the second author should be the thesis supervisor; in the case of a multi-author article, the student should be the first author of the publication and his/her contribution must exceed 50%, which should be documented by an appropriate statement from all authors of the paper.
4. In the case of a series of articles, they must meet the following requirements:
  - substantive - they must constitute a thematically coherent whole that is consistent with the thesis topic adopted by the relevant Programme Board for a given field of study;
  - formal - related to the rank of the journal and the student's authorship participation:
    - one of the articles must be designated as the lead article and must be published or accepted for publication by a scientific journal with a score of at least 100, according to the list of scientific journals and peer-reviewed materials of international conferences of the Ministry of Science and Education,
    - the lead article must be published in a journal which is assigned to the scientific discipline to which, according to the study programme, the course of study is assigned
    - the student should be the first author of both articles;
    - in the case of a lead article, the second author should be the thesis supervisor; in the case of a multi-author lead article, the student should be the first author of the publication, and his/her contribution must exceed 50%, which should be documented by an appropriate statement from all the authors of the thesis,

- there are no formal requirements for the second article, except that the student should be its first author.
5. The article or the submitted series of articles must be accompanied by a commentary (self-reference) in Polish, which must be submitted meeting the following requirements:
    - the thesis should be submitted in the form of a paper in English, in a \*.pdf file of no more than twenty typed pages. The self-reference must comply with the editorial requirements for theses delivered at the Faculty of Environmental and Mechanical Engineering of the Poznan University of Life Sciences and must include: a title page conforming to the applicable form, key words, a joint discussion of the article(s) in the following form: introduction, purpose of the work, materials and methods, results, conclusions, and a list of literature used in the self-reference.
    - the self-reference should be accompanied by a copy of the article(s) that forms the basis of the thesis. If the article(s) has not been published by the time the thesis is submitted, information from the publisher about acceptance of the article for publication should be added. Only a thesis containing the aforementioned elements is considered complete and may be evaluated.
  6. Published articles are those which, at the time of the thesis submission, have appeared in print or have a DOI number. In the case of articles accepted for publication, the student attaches to the thesis a written certificate from the editors confirming that the article has been accepted for publication.
  7. Dissertations in the form of a scientific article are subject to an evaluation, which concerns the submitted commentary (self-reference) and may refer to the published article(s). When assessing the self-reference, particular attention is paid to the following aspects:
    - conformity of the content of the thesis with the title (in particular the purpose and scope of the thesis),
    - correctness of the structure (logic of the content - the correct order and completeness of chapters and subchapters),
    - correctness of the conclusions or concluding statements (whether they result from the research or analysis carried out, and whether they correspond to the title of the work),
    - author's own contribution, novelty of the approach to the problem, other features of novelty in the work,
    - literature sources and their use (number, validity, literature in Polish and foreign languages, validity of sources - date of publication),
    - aesthetics of the work, graphic and editorial forms (tables, drawings, photographs, diagrams, etc.),
    - linguistic correctness - grammar, spelling, punctuation, stylistics and language style,
    - proper index and references to tables, figures and literature (numbering and captioning of tables and figures),
    - possible uses of the work (as source material, publication, possible sharing with a company or institution).

### **C. Submission of the diploma thesis and conditions for taking the diploma examination**

1. The diploma thesis, approved by the thesis supervisor, must be submitted to the dean's office by the date specified in the graduation schedule, but no later than by 30 June.
2. A diploma student may submit his/her diploma thesis once he/she has acquired all the learning outcomes (ECTS) required in the study programme.
3. At the written request of the student (applications can be downloaded from the Faculty website), the relevant Vice-Dean for Studies may extend the deadline for submission of the diploma thesis by 3 months. In justified cases, the curriculum council of the field of study may extend this deadline by a further 3 months.
4. After the supervisor approves the final version of the diploma paper, the student prepares a file to be printed in PDF format, which should be titled in the following manner: album number\_ student's surname\_ first name. The diploma student forwards the file prepared in this way to the promoter no later than 5 working days before the planned date of the thesis submission. The promoter uses this file to check the thesis in the Single Anti-Plagiarism System (JSA).
5. The graduate agrees with the promoter and reviewer how the thesis should be submitted for review. The supervisor and reviewer may choose to submit the thesis in hard copy or request a PDF file.

6. Printed copies of the thesis should be prepared using the same file that was assessed using the JSA system. The copy intended for the Dean's Office must be made in a soft binding that does not contain metal or plastic elements. At the same time, the following statements (<https://wisim.up.poznan.pl/wydzial/study-english/msc/documents>) should be included at the end of this copy:
  - a. a statement by the author of the thesis of its originality, independence of its preparation and non-infringement of copyright (form F4)
  - b. a declaration by the author that the electronic version of the thesis is consistent with its printed form (form F5),
  - c. and a statement by the author that he/she has transferred the rights of the university to explore the thesis in the Uniform Anti-plagiarism System (form P.158\_F3).
7. The promoter accepts the printed work by signing the first page of each copy and provides the diplomate with an accented and signed report from the JSA system.
8. The diploma student, having obtained the promoter's approval, submits to the dean's office a copy of the thesis intended for the archive together with the report from the JSA system.
9. Only after the thesis has been accepted by the Dean's Office does the Diplomate submit the remaining copies of the thesis, or a PDF file containing the thesis, to the Promoter and the Reviewer, and place an electronic version of the thesis (a previously prepared PDF file) in the Virtual Dean's Office on his or her account after becoming a Diplomate.
10. In case that the diploma thesis has been completed and signed by the Supervisor, but the student has not achieved all the learning outcomes (ECTS) required in the programme of study, the student fills in an "other" application (downloadable from the Faculty website) requesting an extension of the deadline for submitting the thesis due to the need to complete the learning outcomes. When submitting this request to the Dean's Office, the student must have a copy of the thesis signed by the thesis supervisor for review by a member of the Dean's Office staff.
11. A copy of the thesis or a PDF file containing the thesis for review **must reach the reviewer no later than seven working days before the scheduled diploma examination**.
12. The reviewer and the supervisor post the results of the review in the Virtual Dean's Office and "send" the finished review no later than three working days before the defence.
13. The diploma student may read the review of his/her thesis in the Virtual Dean's Office.
14. In the event that one of the assessments contained in the review is unsatisfactory, the Dean for Studies shall appoint an additional reviewer whose assessment shall be conclusive.
15. A failing grade on the diploma thesis shall be the basis for the student to be sent to repeat the semester.
16. The diploma student must submit to the chairperson of the examination committee a set of documents prepared by a competent employee of the Dean's Office on the day of the examination at the latest, including: a list of grades from all years of studies, a diploma examination card with the average of the studies, reviews of the thesis supervisor and reviewer as well as a graduate student questionnaire.

#### **D. Diploma examination**

1. The programme board of the field of study shall determine the scope and form of the diploma examination, taking into account the possibility of verifying the learning outcomes achieved by the student.
2. The resolution referred to in para. 1 shall be made known to students and shall be in force as of the following academic year.
3. The diploma examination consists of two parts: an examination verifying the learning outcomes and a defence of the diploma thesis.
4. The date of the examination shall be set by the appropriate dean for studies. The examination should take place no later than one month after the date of submission of the diploma thesis.
5. The diploma examination shall be held before a board appointed by the appropriate dean for studies and composed of a chairperson and at least two examiner.
6. In the event of an unsatisfactory grade or unexcused absence from the diploma examination, the dean for studies shall set a second date as the final date.

7. A repeated diploma examination may take place not earlier than one month and not later than three months after the date of the first examination. A student's absence from the repeated diploma examination must be excused within 5 days of the date set for the examination .

In matters not regulated herein, the provisions of the Study Regulations of the Poznan University of Life Sciences are applicable.

Dean's College  
of the Faculty  
of Environmental and Mechanical Engineering

**The legal basis:**

§ 48 para. 1, 5. of the Rules and Regulations of the University of Life Sciences in Poznań Resolution No. 318/2019 of the Senate of UPP of 26 June 2019. (as modified)

§ 49 para. 2 of the Study Regulations of the University of Life Sciences in Poznań Resolution No. 318/2019 of the UPP Senate of 26 June 2019. (as modified)

§ 50 para. 1, 3, 4 of the Study Regulations of the University of Life Sciences in Poznań Resolution No. 318/2019 of the UPP Senate of 26 June 2019. (as modified)

§ 51 para. 1, 2, 4, 5, 9, 10 of the Study Regulations of the University of Life Sciences in Poznań Resolution No. 318/2019 of the UPP Senate of 26 June 2019. (as modified)

Annex No. 1 to the UPP Rector's Order No. 188/2019 of 23 December 2019.

Annex No. 1 to the Order of the Rector of UPP No. 188/2019 of 23 December 2019.

Order No. 124/2013 of the Rector of the University of Life Sciences in Poznań of 23 August 2013

## Flow diagram of the thesis

