**Terms of the graduation process at majors held at the Institute of Political Science**

1. **General provisions**
2. The terms of the graduation process at majors held at the Institute of Political Sciences form detailed executive provisions pursuant to the Resolution no. 68/2024 of the Senate of the University of Wrocław of the 24 April 2024 concerning Rules and Regulations for Studies at the University of Wrocław, pursuant to par. 58.1. thereof.
3. A graduation thesis is defined as a B.A. or M.A. thesis.
4. The terms of the graduation process concern graduation at the following majors: 1st- and 2nd-cycle Political Science in Polish, 1st- and 2nd-cycle Political Science in English, 1st- and 2nd-cycle Social Projects Management in Polish, as well as 2nd-cycle Management of State Security, organised at the Institute of Political Science.
5. **Preparation of the graduation thesis**
	1. A graduation thesis is an original elaboration of a scientific or practical question presenting the student’s general knowledge and skills associated with studying at the respective major, cycle and profile, as well as their skills in original analysis and drawing conclusions. A graduation thesis may take the form of a project.
	2. The process of writing a graduation thesis is supervised by a supervisor. A supervisor of a B.A. thesis must be an employee holding at least a Ph.D. A supervisor of an M.A. thesis must be an employee holding the degree of at least doktor habilitowany. In grounded cases, a student may prepare an M.A. thesis supervised by an employee holding the degree of Ph.D., upon consent of the Vice-Director of the Institute of Political Science for Education.
	3. Preparation of a B.A. thesis lasts two terms (5th and 6th term of studies), and an M.A. thesis – three terms (2nd, 3rd and 4th term of studies).
	4. Preparation of B.A. theses and M.A. theses of students who began studies in 2022/2023 and 2023/2024 is organised in seminars of thematic specialty defined by the instructor. Students choose a seminar from among the list of seminars provided by the Vice-Director of the Institute of Political Science for education. In grounded cases, a student may be supervised by an employee on individual terms upon a consent of the Director of the Institute of Political Science and the Dean.
	5. Preparation of B.A. and M.A. theses of students who began their studies in 2024/2025 is organised within the individual supervision (course titled Praca dyplomowa / Diploma thesis). Each student chooses a supervisor from the list of supervisors provided by the Vice-Director of the Institute of Political Science for education.
	6. Theses’ subjects are determined by the supervisor upon consultation with the students, and then they are submitted to Council of the Institute for approval. Subjects of B.A. theses must approved by the Council of the Institute of Political Science and notified to students no later than one term before the planned graduation, and in the case of M.A. studies – no later than two terms before the planned graduation. The final title of the thesis may differ from the approved subject, provided for maintenance of the basic material scope and methods referred to in the subject. The subjects should concern the discipline of political science and administration and conform to the curriculum studied by the student.
	7. The supervisor defines criteria of completing the course within which the graduation thesis is prepared, separately for each term and detailed requirements for graduation theses, and they notify students of the criteria and requirements.
6. **Requirements concerning graduation theses**
	1. A B.A. or M.A. thesis must confirm achievement by the student of the planned learning outcomes, and document the student’s skills in analysing scientific literature and independent thinking. The thesis should be written in the language of the curriculum.
	2. A B.A. thesis concerns a single selected issue, considering its social and political context. An M.A. thesis refers to complex phenomena and considers a broader social and political background.
	3. A thesis must be a result of the student’s independent work. Above all, plagiarism and ghost writing are forbidden. Any materials included in the thesis (including charts, tables and materials prepared using artificial intelligence tools) should be correctly marked, indicating the source.
	4. The supervisor verifies and discusses with the student the progress of the thesis on the regular basis, and then decides to release the thesis for defence. The supervisor assesses the anti-plagiarism report generated by the Uniform Anti-plagiarism System.
	5. The thesis should contain a complete discussion of the selected issue, references and bibliography. It should meet quality and technical requirements for scientific works. The title page must include the information indicated on the template title page provided by the Dean’s Office of the Faculty of Social Sciences.
7. **Conditions of taking the graduation exam**
	1. To be allowed to take the graduation exam, the student must:
		1. complete all obligatory courses within the respective curriculum and obtain the required number of ECTS credits;
		2. obtain at least satisfactory grade for the graduation thesis;
		3. settle all obligations toward the University, including financial liabilities and obligations to the library, at least 3 days before taking the graduation exam.
8. **Terms of appointing reviewers**
	1. The reviewer is selected by the supervisor of the graduation thesis. The reviewer should hold knowledge and skills allowing objective and diligent professional assessment of the graduation thesis.
	2. The role of the reviewer can be assigned to an employee holding at least a Ph.D., provided that an M.A. thesis must be reviewed by at least one employee holding the degree of doktor habilitowany.
	3. Correctness of the selection of reviewers is verified by the Team for Assessment of the Quality of Education at the Institute of Political Science.
9. **Graduation exam**
	1. The graduation exam is taken before a commission including the thesis supervisor, reviewer and chairperson of the commission. The role of the chairperson can be assigned to an employee holding at least the degree of doktor habilitowany. In the case of justified absence of the supervisor or reviewer, notified in writing to the Dean, the Dean appoints another academic teacher to participate in the graduation exam as replacement.
	2. The Dean appoints the commission and sets the date of the graduation exam based on an application by the supervisor submitted to the Dean’s Office as a notification of the defence. Before submitting the notification, the supervisor acquires consent from the reviewer and chairperson concerning their participation and the date of the exam.
	3. The graduation exam is in the language of the curriculum.
	4. In grounded cases, upon a written application of the supervisor, the Dean may consent to an online form of the graduation exam according to the binding procedures.
	5. The graduation exam begins with confirmation of the student’s identity. Then, the student presents their graduation thesis. The supervisor and reviewer read the reviews. The supervisor and reviewer may refrain from reading the reviews, if the student declares that they have read the reviews in the APD system. The student may express their comments concerning the reviews.
	6. The commission poses three questions to the student, selected so as to meet the following objectives:
		1. Discussion of the graduation thesis, confirming its original authorship.
		2. Verification of the level of acquisition of knowledge and skills within the studied major.
	7. After the student answers the questions, there is a confidential part in which the commission determines grades for individual questions, the chairperson enters them to the protocol within the APD system and calculates the grade for the exam and the final grade for the studies based on the algorithm defined in the Rules and Regulations for Studies.
	8. The commission announces the result of the graduation exam to the student and the final grade for the studies, informing the student expressly of the obtained grades.