

**Rules for the organization and course of the diploma examination for full-time second-level studies at the Faculty of Civil Engineering and Resource Management from the academic year 2024/2025**

***Detailed rules for diploma examination***

The document contains the rules for conducting the Diploma Examination for second-level studies at the Faculty of Civil Engineering and Resource Management.

1. In accordance with the Study Regulations, a student is admitted to the diploma examination if:

- a) he/she has passed all the subjects and professional practices provided for in the program;
- b) he/she has registered his/her diploma thesis within the required deadline;

2. The diploma examination in accordance with the Study Regulations includes:

- a) checking the level of mastery of knowledge and skills in the scope of the field of study studied;
- b) defense of the diploma thesis - individual or team, which consists of a presentation and discussion of the work.

3. At the Faculty of Civil Engineering and Resource Management, the diploma examination will consist of two independent parts covering:

- a) Oral examination for the major subject at the dates announced one month in advance in a separate announcement. Information about the exam time will be provided 4 days before the exam. At this stage, it is not necessary to register the diploma thesis. The major examination is conducted by a Committee consisting of: the Chairman and at least two committee members;
- b) Defense of the diploma thesis on the date specified by the diploma Department after passing the field exam and submitting the diploma thesis (as a rule on a different day than the field exam). The defense of the thesis is conducted by a Committee consisting of: the Chairman (Vice-Dean or a person designated by him), the thesis supervisor and assistant supervisor (if applicable) and a reviewer.

4. The diploma examination is the basis for issuing a diploma of completion of second-level higher education at the AGH University of Krakow in Kraków.

5. The unit organizing the diploma exam is the Department of Diploma. The diploma candidate must notify the person responsible for the given field of study of their desire to participate in the exam no later than 7 days before the exam date.

6. The field examination is conducted according to the following rules:

- a) The Committee asks 3 questions from the field of study and the graduate student gives an oral answer;
- b) In the confidential part (without the participation of the graduate student), the Committee determines the result of the field-specific exam by assessing the answers to each question separately on a scale of 0-100 points, and then calculating the arithmetic mean of the points obtained. The result of the exam is expressed as a grade in accordance with the grading scale applicable in the Study Regulations;

c) The Chairman of the Field-specific Exam Committee, in the presence of the graduate student, announces the result of the field-specific diploma exam.

7. The defense of the thesis is conducted according to the following principles:

a) The graduate student presents the main theses of his/her work (in about 10-12 minutes), and the members of the Committee may ask questions concerning the issues contained therein;

b) In the confidential part (without the participation of the graduate student), the Committee assesses the diploma thesis;

c) The Chairman of the Committee, in the presence of the graduate student, announces the result of the diploma examination and the result of completing studies.

8. The diploma examination is considered passed in the event of obtaining a positive grade in the field-specific examination and a positive grade in the defense of the diploma thesis.

9. The grade in the Master's Diploma Examination is determined on the basis of the arithmetic mean of the grade in the field-specific examination and the grade in the defense of the diploma thesis with weights of 0.75 and 0.25, respectively.

10. The final grade, as a result of completing studies, is calculated using the appropriate weights, i.e.:

– 0.60 for the average grade of studies;

– 0.20 for the grade of the diploma thesis;

– 0.20 for the grade of the diploma examination.

11. In the event of a negative grade in the diploma exam, the graduate may retake the repeat exam no earlier than 7 days from the date of the first diploma exam (at the date set by the Deputy Dean of the Faculty).

12. A repeat diploma exam in order to improve a positive grade is not permissible.

13. The content of the exam questions at the major exam and the grades obtained from them are entered into the major exam protocol. The protocol is signed by all members of the Committee and transferred to the student's personal file.

14. The diploma exam report is filled out directly in the USOS system. The report includes the average grade from the studies, the grade from the field exam and the grade for the diploma thesis. The report is approved in the system by all members of the Committee and transferred to the student's personal file.

15. A list of sample problem issues within the scope of the field of study is published on the Faculty's website.

16. Failure to obtain a positive grade for the diploma exam on two occasions results in removal from the student list (in accordance with the applicable Study Regulations).

17. Resumption of studies takes place in accordance with the applicable Study Regulations.

18. Other issues related to the diploma process are included in the Study Regulations.

### **Conditions and requirements related to the submission of diploma theses**

1. Submission of diploma theses and the entire diploma examination is carried out exclusively electronically in the USOS system containing a supplement called the Archive of Diploma Theses (APD).

2. After receiving a certificate of completion, the student is given the opportunity to upload the diploma thesis together with attachments to APD. This should be the final version of the thesis previously approved by the supervisor. Additionally, the student completes the system with:

a) summaries in English;

b) keywords in English;

c) approves declarations (including the declaration of confidentiality of the thesis).

3. After completing all the elements, the student electronically confirms the completion of the necessary actions. The thesis is then automatically sent to the unified anti-plagiarism system JSA and information is also sent automatically to the supervisor and the assigned reviewer, who assess the thesis. Only after the supervisor approves the JSA report and completes the last positive review is the thesis considered submitted.

4. Further actions regarding setting the defense date are carried out by the Degree Department (setting the composition of the Committee, defense date) in consultation with the Dean's Office.

5. Other rules result from the Study Regulations.

6. The guide for students on uploading the thesis has been developed by the Education Organization Center and is available on the COK website.

### **Annex 1**

Registration for diploma theses is carried out in accordance with the announcements sent by the Faculty of Civil Engineering and Resource Management of AGH.

1. The topics of the diploma theses should be submitted by the thesis supervisors at least one month before the deadline for their selection in the USOS system, APD module (Archive of Diploma Theses). According to the AGH Study Regulations, supervisors may use the assistance of auxiliary supervisors. The decisive role in the entire process is played by the project supervisor (approval of the topic, assignment of a diploma student, approval of the diploma thesis).

2. After publishing the project topics, students have the opportunity to consult with supervisors in order to specify the topics.

3. After logging in, the student has the opportunity to register (within the specified deadline) for several project topics with different supervisors.

4. During the consultation period, the project supervisor and/or the person responsible in the Department may edit the topic and directly assign the student. Assignment to a given project supervisor automatically blocks the possibility of registering for another topic.
5. Topics are subject to approval by the Deputy Head of Education of the Department of the Diploma and the Vice-Dean.
6. The student is obliged to choose a diploma thesis no later than one year before the planned date of graduation.
7. In accordance with the AGH University of Science and Technology Study Regulations, failure to choose a diploma thesis topic by the student will result in lack of registration for the next semester