

Załącznik nr 2 do uchwały nr 2/2/2024/2025
Rady Programowej kierunku studiów Liberal Arts and Sciences
Wydziału Historii Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia z dn. 13 stycznia 2025 r.
w sprawie zasad procesu dyplomowania na Wydziale Historii UAM

Faculty of History
Adam Mickiewicz University in Poznan

Rules of the graduation process in the field of study

Liberal Arts and Sciences, first-degree studies, all-academic profile

LEGAL BASIS

1. **Regulamin studiów Uniwersytetu im. Adama Mickiewicza w Poznaniu (§ 57-68).**
2. **Zarządzenie nr 3/2020/2021** Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 7 września 2020 r. w sprawie składania i przechowywania prac dyplomowych z wykorzystaniem Archiwum Prac Dyplomowych oraz dokumentowania egzaminu dyplomowego (dalej APD).
3. **Zarządzenie nr 4/2020/2021** Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 7 września 2020 r. w sprawie zasad wykorzystywania w Uniwersytecie im. Adama Mickiewicza w Poznaniu Jednolitego Systemu Antyplagiatowego (JSA) oraz procedur obowiązujących przy sprawdzaniu pisemnych prac dyplomowych z wykorzystaniem Jednolitego Systemu Antyplagiatowego (JSA).
4. **Zarządzenie nr 5/2020/2021** Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 7 września 2020 r. w sprawie zasad przeprowadzania egzaminów dyplomowych oraz **Zarządzenie nr 262/2021/2022** Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 20 września 2022 r. w sprawie zasad przeprowadzania egzaminów dyplomowych.
5. **Zarządzenie nr 426/2023/2024** Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 20 marca 2024 roku w sprawie zasad korzystania z systemów sztucznej inteligencji w procesie kształcenia studentów.
6. **Zarządzenie nr 428/2023/2024** Rektora Uniwersytetu im. Adama Mickiewicza w Poznaniu z dnia 3 kwietnia 2024 r. zmieniające Zarządzenie Nr 3/2020/2021 Rektora UAM z dnia 7 września 2020 r. w sprawie składania i przechowywania prac dyplomowych z wykorzystaniem Archiwum Prac Dyplomowych oraz dokumentowania egzaminu dyplomowego (dalej APD).

I. General provisions

§ 1

1. The graduation process is the final stage of verifying the learning outcomes achieved by the student during the course of study.
2. The dissertation in the first degree program is an independent study of a scientific issue created in the disciplines to which the field of study is assigned, i.e., within history, mathematics and biological sciences, demonstrating the student's mastery of the

scientific workshop to an advanced degree, reflecting the achieved directional learning outcomes in terms of knowledge, skills and competencies within the scope of the program of study. Translated with DeepL.com (free version)

3. The thesis should demonstrate the ability to make an independent and critical analysis of the collected material and correctly present its results in written form.
4. The thesis for a first degree program should be of a review nature, and may also be of a research nature.
5. Submission of the diploma thesis in a first degree program with an all-academic profile and its defense during the diploma examination shall be the basis for obtaining a diploma of completion of the first degree program in the field of study.

II. The procedure and conditions for the preparation of the diploma thesis for first degree studies

§ 2

1. The diploma thesis in the first degree program shall be written in the framework of the compulsory diploma seminar (fifth and sixth semester, year III) at the rate of 15 hours in the winter semester and 30 hours in the summer semester (a total of 45 over two semesters) under the scientific supervision of the academic teacher (thesis supervisor) and in accordance with the following rules.
2. The diploma seminar in the first degree program is conducted in the form of classes, the size of which should be between 8 and 13 persons in a group.
3. The prerequisite for passing the diploma seminar is attendance at classes, active participation, systematic preparation of the diploma thesis and referencing the progress of the thesis.
4. Passing the diploma seminar is a prerequisite for submitting the diploma thesis for the first degree program and taking the diploma exam.

§ 3

1. A student prepares his diploma thesis in first-cycle studies under the guidance of a supervisor, who is an academic teacher with at least a doctoral degree, employed at UAM in the group of research and teaching or research staff and assigned academically to the disciplines to which the field of study is assigned.
2. A student may prepare a diploma thesis under the guidance of an academic teacher from another university or an employee from outside the University who meets the academic requirements (see 3.1), after obtaining the approval of the Programs Council of the course of study. The external employee evaluates the thesis and writes a review.
3. A student shall select a thesis supervisor for a diploma thesis in a first degree program by October 31, registering in the USOS system for a diploma seminar of his/her choice.
4. The diploma thesis supervisor evaluates the thesis and prepares a review.
5. In the event of termination of employment of the academic teacher in charge of the diploma thesis or going on medical or study leave, the dean of student affairs, in consultation with the student, shall appoint another diploma thesis supervisor from among the academic teachers as a replacement. This change shall be reviewed by the program council at the request of the student addressed to the dean of student affairs, including the consents of the current and proposed diploma thesis supervisor.
6. Candidates for diploma thesis supervisors are subject to the opinion of the program council of the field of study.

§ 4

1. The subject matter of the thesis in the first degree program, reflected in the title of the thesis, must be consistent with the assumed learning outcomes for the field and level of

study, and must be within the disciplines to which the field of study is assigned. In the case of the Liberal Arts and Sciences major, these are the disciplines of history, mathematics and biological sciences.

2. The proposed title of the thesis is agreed with the thesis supervisor and then approved by the program council of the field of study.
3. The title of the thesis may be corrected with the approval of the program council of the field of study, provided that the existing theme of the thesis is maintained.
4. The change of the title of the diploma thesis shall be approved by the program board of the field of study not later than May 30 of the last semester of study.
5. The diploma thesis for first degree studies should be written in English. The student may write the thesis in another language after obtaining the approval of the program council of the field of study.
6. Theses written within the framework of international agreements with foreign research centers must fulfill the obligations contained in these agreements. Details of these obligations should be presented to the program council of the field of study at the time of submission of the thesis title.

§ 5

1. The thesis may be based on AI systems.
2. The use of AI systems in the preparation of the diploma thesis is conditioned by the decision of the supervisor taken in consultation with the student.
3. If the use of AI systems in the preparation of the diploma thesis is allowed, the supervisor shall determine the scope and manner of the use of AI systems, in compliance with the regulations in force at AMU, shall ensure ongoing monitoring of the student's progress in the preparation of the diploma thesis, in particular with regard to the verification of learning outcomes; shall make the student aware of the ethical and legal consequences of unauthorized use of AI systems.
4. Sections of the thesis created with the use of AI systems shall be described and legibly marked in the thesis, in particular by stating the commands used (prompts) or the output received (e.g., footnotes, thesis appendix).
5. The supervisor shall have the opportunity to verify the thesis for undisclosed use of IS systems, using generally available IS content detectors.

III. Criteria related to the mode and conditions of submission of the diploma thesis for first degree studies

§ 6

1. In order to submit a thesis for a first degree program, it is necessary to meet the criteria related to the mode and conditions for the preparation of the thesis (cf. Chapter II above). Additional criteria are:

Editorial criteria:

- (a) volume of the thesis (the thesis should be no less than 30 pages of text without tables, illustrations and bibliography, i.e. at least about 60,000 characters including spaces);
- b) typed form (Times New Roman 12 pt. font, spacing 1.5);
- (c) the paper in a format compatible with the requirements of the ADF system (attachments zipped in archive file format: ZIP, RAR or 7Z, also to be uploaded to the ADF system);
- (d) title page in accordance with the template (Appendix 1).

Language criteria:

- (a) spelling correctness;
- (b) grammatical correctness;
- (c) stylistic correctness;
- (d) coherence of the written statement.

Formal criteria:

- (a) footnotes and bibliography prepared in a uniform style indicated by the supervisor;
- b) described tables, illustrations and charts (numbering, title, information about the source from which they come).

Criteria related to the layout and editing of the work:

- (a) the work should consist of the following parts:
 - a title defining the subject of the work and its chronology (a metaphorical title is possible, but then supplemented by a subtitle explaining the subject of the work);
 - an introductory part (defining and discussing the purpose and problems of the work, the source basis, the tools of the research work, the structure of the work);
 - substantive chapters;
 - the concluding part;
 - illustrative part (if the topic of the work requires it);
 - bibliography (separately: list of sources, scientific studies and websites).
- (b) Taking into account the above layout, special care should be taken to ensure that:
 - the title of the work corresponds to the substantive and chronological scope of the work;
 - the layout of the work and the content of the individual chapters is justified by the subject and research problem;
 - the chapters were logically connected with each other;
 - the volume of the chapters is adequate to their content and proportional to each other.

IV. Evaluation of the thesis in the first degree program and admission to defense

§ 7

1. The diploma thesis in first degree studies shall be evaluated by a supervisor and a reviewer appointed by the Vice-Dean for Student Affairs.
2. The reviewer of the diploma thesis in first-degree studies may be an academic teacher, at least with a doctoral degree, employed at AMU in the group of research and teaching employees, and in justified cases an external employee who obtains the approval of the program council of the field of study and the dean for student affairs. The reviewer should be a specialist in the field to which the thesis concerns.
3. If the thesis supervisor is an academic employee with a doctoral degree, the reviewer shall be appointed only from among academic employees with the degree of professor or professor of the university.
4. Reviews of the thesis supervisor and reviewer should be substantive, insightful, critical, relevant to the grade given, and in accordance with the University's review form (Thesis Archive).
5. Both reviews shall be placed in the ADF system in a manner that allows the student to review their content.

§ 8

1. In order to be admitted to the evaluation of the thesis in the first degree program, it is necessary:

- (a) that the student obtains in USOS all entries required in the program of first degree studies at the Faculty of History of the Adam Mickiewicz University;
- b) completion of the thesis writing, acceptance of the thesis by the thesis supervisor and obtaining in USOS a grade from the thesis seminar;
- (c) transmission by the student to the BOS via e-mail from the university e-mail address of the thesis data (thesis title, composition of the committee: chairperson, supervisor, reviewer, and the planned date of defense);
- (d) entry by the BOS into the USOS of data on the diploma thesis and the composition of the committee conducting the diploma examination;
- (e) submission of the thesis by the student in the ADF (Thesis Archive) and entry of thesis data (the title of the thesis submitted must be consistent with the title entered in the ADF system and approved by the program board of the course of study);
- (f) approval by the student in the ADF of the statement on the independent writing of the thesis;
- g) submission of an electronic version of the diploma thesis in the ADF no later than September 30 of the last semester of study (the rules for submission and archiving of diploma theses using the ADF system are defined by the Rector of the University);
- h) checking of the diploma thesis in the ADF by the thesis supervisor, ordering verification of the diploma thesis in the JSA, accepting the report of examination of the diploma thesis in the JSA, approving the statement that the diploma thesis is familiar with the report and that the diploma thesis meets the conditions required in the procedure for obtaining a professional degree, submitting the diploma thesis in the ADF for entry of a review;
- (i) entry of the thesis review by the thesis supervisor and reviewer (one day before the defense date at the latest)
- j) Conducting the diploma exam by the chairman of the committee;
- k) preparation and approval of the diploma exam protocol; the ADF protocol requires the electronic signature of the thesis supervisor, reviewer and committee chairman;
- l) printing the inclusion of the diploma exam protocol, thesis review, Diploma Worksheet, which are printouts from USOS, in the student's personal file folder;
- (m) issuance of the diploma by the Student Affairs Section of the Adam Mickiewicz University of Poznan;
- (n) issuance of a diploma supplement by the BOS.

§ 9

1. When evaluating the thesis for undergraduate studies, the following in particular are taken into account:
 - (a) compliance of the thesis topic with its title,
 - b) the ability to formulate a coherent, logical and linguistically correct written statement,
 - c) the correctness of the structure of the work, the selection of sources and literature on the subject,
 - d) ability to criticize, analyze and interpret sources,
 - e) knowledge and correctness of the application of methods, techniques and research tools appropriate to the scientific workshop of the disciplines to which the field of study is assigned,
 - f) ability to formulate the research problem, thesis and their argumentation with reference to various historiographical positions and the current state of research in the field to which the work relates,
 - g) the ability to make inferences and the correct use of professional terminology, formal correctness (footnotes and bibliography).

V. Diploma exam

§ 10

1. At the request of the thesis supervisor, the Vice-Dean for Student Affairs shall appoint a reviewer and determine the composition of the committee conducting the diploma examination, which should take place no later than three (3) months from the date of submission of the diploma thesis.
2. The condition for admission to the diploma exam is to obtain two positive reviews of the diploma thesis posted in the ADF system. In a situation where one of the thesis reviews is negative, the dean of student affairs may allow the student to be admitted to the diploma exam. The dean may consult another reviewer in this matter. In the case of two negative reviews, the exam does not take place.
3. The committee conducting the diploma exam shall consist of the chairman of the committee and two members: the thesis supervisor and the reviewer.
4. The chairman of the commission conducting the diploma exam shall be the vice-dean for student affairs or another person designated by him from among the heads of departments and studios and other academic teachers with at least a postdoctoral degree, dealing with research problems similar to those undertaken in the diploma thesis.
5. If a member of the committee is unable to attend the diploma examination, the chairman of the committee shall appoint another person as a substitute.

§ 11

1. The diploma exam is held in oral form.
2. The subject of the examination is the knowledge, skills and competencies specified in the learning outcomes assigned to the field of study and within the framework of scientific disciplines, and its element is the defense of the diploma thesis in the first degree program.
3. During the diploma exam the student answers three questions. They should test as many learning outcomes as possible. Questions may be asked by all committee members.
4. The process of submitting and storing diploma theses in first degree studies and conducting the diploma exam is supported by the ADF (Archive of Diploma Theses) system in force at AMU, which is an integral part of USOS (University System of Study Support).
5. The final result of the first degree program shall be determined by the sum obtained by adding the average grade of the degree program, the grade of the diploma thesis in the first degree program and the grade of the diploma examination in proportions to be determined by the Rules and Regulations of the Adam Mickiewicz University.
6. Successful completion of the diploma examination in the first degree program is a condition for admission to the second degree program.

VI. Resumption of studies to defend the thesis

§ 12

1. At the request of the student, the Vice-Dean for Student Affairs shall allow the student to resume studies only for the purpose of conducting the diploma examination, if all requirements of the study program and the rules for submission and archiving of diploma theses have been met.
2. If, in the academic year in which the student resumes his/her studies, a different program of study is in force than the one the student was following at the time of his/her removal from the list of students, the student is obliged to make up the curriculum differences as determined by the dean of student affairs.

3. In a situation where the course of study from which the student was struck off is no longer being pursued, the dean of student affairs may grant permission for resumption in another course of study. The dean shall determine the number of ECTS credits and designate the curriculum differences required for the resumed study program and the stage of study for which the person may be resumed.
4. In the event that the part-time or extramural studies from which the student was struck off or resigned are no longer being conducted, the pro-dean may resume his/her studies in full-time form with the completion of program differences.

VII. Periodic evaluation of the quality of theses in first degree programs

§ 13

1. The program board of the course of study is required to periodically inspect (at least once a year) randomly selected theses in the course of study (not less than 10% of the total number).
2. Examination of the above theses in terms of formal and substantive evaluation of the theses referred to in para. 1, including the connection of the thesis subject matter with the learning outcomes of the course of study and verification of the reviews issued by the reviewer and the supervisor, shall be carried out for the program board by the sub-team for the evaluation of educational quality that is part of the faculty educational quality monitoring team. The report on the analyses of the aforementioned sub-team shall be submitted to the program council once a year (by December 31).
3. The chairman of the program council, with a view to improving the quality of education, initiates a discussion at the program council on the thesis inspection report and reviews, and then forwards the conclusions of the program council to the associate dean for student affairs of the Faculty of History at AMU.
4. The pro-dean for student affairs shall formulate, on the basis of the conclusions of the thesis quality inspection report and reviews referred to in para. 3, appropriate comments and guidelines for the thesis supervisors and reviewers. Information on this subject is presented to the academic council of the discipline of history and the dean's council of the Faculty of History.

VIII. Final provisions

§ 14

1. Issues not covered by these rules of the graduation process are contained in the current Regulations of the University of Adam Mickiewicz University.
2. Any deviation from the defined rules must be approved by the program council of the field of study.
3. The resolution shall come into force on the date of adoption.

Zal. 1

Model of the title page of the thesis for first degree studies

Name of the student

Field of study:

Liberal Arts and Sciences

Student number:

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Thesis title in English

Bachelor's thesis
written under the guidance of

.....

Poznań 202...