

## **DIPLOMA PROCEDURES**

Faculty of Space Technologies AGH

Second-cycle studies

### **§1. Legal basis**

1. Pursuant to the AGH Study Regulations, the diploma procedures at the Faculty of Space Technologies are defined.
2. Matters not regulated herein shall be governed by the AGH Study Regulations.

### **§2. Graduation requirements**

1. The condition for obtaining a second-cycle diploma is:
  - 1) completion of all course modules provided for in the study programme,
  - 2) obtaining the required number of ECTS credits,
  - 3) submission of the diploma thesis,
  - 4) obtaining a positive diploma thesis grade,
  - 5) passing the diploma examination.

### **§3. Diploma thesis**

1. The topic of the diploma thesis shall be consistent with the topic registered in the USOS/APD system.
2. The diploma thesis shall be assessed by the supervisor and the reviewer.
3. Within the supervisor–reviewer pair, at least one person shall hold a post-doctoral degree (habilitation).
4. The diploma thesis shall be prepared in accordance with the faculty template and the requirements concerning its structure and formatting, as made available on the Faculty website.
5. The diploma thesis shall be prepared in English. It shall also include the title and an abstract in Polish. These elements may be prepared with the support of the supervisor or the competent organisational unit of the Faculty.
6. It is recommended to follow editorial guidelines concerning language, style and presentation, as specified in faculty documents.

### **§3a. Assessment of the diploma thesis**

1. The diploma thesis shall be assessed by the supervisor and the reviewer on the basis of a standardised thesis assessment form applicable at the Faculty and made available on the Faculty website.
2. The form includes a substantive and editorial assessment of the thesis, expressed in points.
3. The maximum number of points results from the assessment form.
4. The final thesis grade shall be the arithmetic mean of the grades awarded by the supervisor and the reviewer. Each grade must be positive. This condition constitutes the basis for admitting the student to the diploma examination.
5. The condition for admitting the thesis to assessment is:
  - 1) verification of the thesis in the Uniform Anti-Plagiarism System (JSA),
  - 2) approval of the JSA report by the supervisor.

### **§3b. Research data**

1. It is recommended that the research data underlying the diploma thesis be stored in the AGH data repository.
2. In the case of theses subject to confidentiality or restrictions resulting from agreements with external entities, a derogation from the above recommendation is permitted.

### **§4. Diploma examination**

1. The diploma examination shall be oral.
2. The examination shall include:
  - 1) presentation of the diploma thesis,
  - 2) discussion of the thesis,
  - 3) answers to questions verifying the knowledge acquired during the studies.
3. The examination shall be conducted in English.
4. The presentation shall last from 15 to 20 minutes and shall be prepared in accordance with the faculty template available on the Faculty website.

5. The list of topics for questions verifying knowledge acquired during the studies is made available on the Faculty website. The examination topics undergo periodic evaluation and are revised on an annual basis by subject-matter experts responsible for the respective educational areas within the Faculty.

6. During the examination, the examination committee shall ask two questions verifying knowledge acquired during the studies:

- 1) one from the general topics,
- 2) one from the specialised topics.

7. The questions shall be asked in the context of the diploma thesis.

8. The course of the diploma examination shall be recorded in the form of an audio or audio-video recording.

#### **§4a. Data protection and archiving**

1. The recording of the diploma examination shall be stored on a protected, dedicated data carrier of the Dean's Office of the Faculty of Space Technologies.

2. The recording shall be used exclusively for the purposes of appeal proceedings.

3. The retention period of the recording shall be 14 days from the date of announcement of the examination result.

4. In the event of an appeal, the retention period shall be extended until the completion of the proceedings.

5. After the retention period, the recording shall be permanently deleted.

6. Personal data shall be processed in accordance with applicable data protection regulations.

7. Access to the recording shall be granted to:

- 1) members of the examination committee,
- 2) the Dean of the Faculty,
- 3) the Vice-Dean responsible for second-cycle studies.

#### **§4b. Composition of the examination committee**

1. The examination committee shall consist of the chair, the supervisor and the reviewer.

2. The supervisor designates the reviewer based on their substantive qualifications and expertise relevant to the subject matter of the thesis, while taking into account the principle of avoiding conflicts of interest and personal relationships that could

affect the impartiality of the evaluation. Furthermore, in consultation with the selected person, the supervisor appoints the chair of the diploma examination committee, taking into consideration their availability and the scheduled date of the diploma examination.

3. The chair of the committee may be an academic teacher employed at the Faculty of Space Technologies who holds at least the degree of post doctorate habilitation, in accordance with the Dean's Order of 4 May 2026 on appointing chairs of diploma examination committees.

4. The chair shall be responsible for the proper conduct of the diploma examination in accordance with applicable regulations and diploma procedures.

#### **§4c. Assessment of the diploma examination**

1. The condition for passing the diploma examination is obtaining a positive grade for each of its components.

2. The diploma examination grade shall be a weighted average of:

1) presentation of the thesis – weight 0.4,

2) discussion of the thesis – weight 0.4,

3) answers to questions verifying knowledge from the studies – weight 0.2, assessed in accordance with criteria made available on the Faculty website. Each answer must be graded positively.

3. The diploma examination grade shall be determined by the members of the examination committee in the non-public part of the examination, in accordance with the grading scale and averaging rules specified in the AGH Study Regulations.

4. After the meeting of the examination committee, the chair shall inform the student of the results of the diploma examination.

#### **§5. Registration of the diploma thesis and organization of the diploma examination**

1. A student may take the diploma examination after meeting the requirements specified in §2(1)(1–4) and the condition specified in §3a(4).

2. The thesis registration procedure begins with the student sending an e-mail containing:

1) the title of the diploma thesis,

2) details of the supervisor,

3) details of the reviewer,

and submitting to the Dean's Office a statement on making the diploma thesis available, in accordance with the template available on the Faculty website, to the addresses:

atrybek@agh.edu.pl and wtk\_dziekanat@agh.edu.pl

3. After submission, the thesis shall undergo further procedures in accordance with the rules applicable in the USOS/APD system.

4. After completion of the procedure and obtaining the status "ready for defense", the student shall submit to the Dean's Office, in agreement with the supervisor:

- 1) the proposed date of the diploma examination,
- 2) the composition of the examination committee,

by e-mail to the addresses indicated above.

5. The examination date shall be set by the supervisor in agreement with the committee members.

6. The supervisor shall be responsible for organizing the examination, including room reservation.

7. The diploma examination may take place no earlier than 7 days from the date of initiation of the diploma thesis registration procedure.

8. The diploma examination should take place no later than 30 September of the given academic year.

9. At the request of the student, with the consent of the Dean or an authorised Vice-Dean, the deadline for completion of studies may be extended in accordance with the AGH Study Regulations.

10. After that deadline, the student shall be removed from the list of students in accordance with applicable regulations.

## **§6. Confidentiality of the diploma thesis and examination**

1. The diploma thesis and examination may be subject to confidentiality if they contain protected or legally confidential information.

2. Confidentiality shall be granted at the request of the student, with the consent of the Dean or an authorised Vice-Dean.

3. The procedure shall be conducted in accordance with applicable law and AGH regulations, in particular Rector's Order No. 35/2021.

4. A condition for initiating the registration procedure for a confidential thesis is submission of confidentiality statements by the student, supervisor, reviewer, and Dean's Office staff.
5. For confidential theses, electronic document circulation shall not be applied until these conditions are met.
6. Participants in a confidential examination shall submit confidentiality statements prior to the examination.
7. Such statements may be submitted before or immediately prior to the examination.
8. A confidential examination shall be non-public.
9. Only committee members and persons authorised by the Dean may attend.
10. Templates of confidentiality statements are available on the Faculty website.

#### **§7. Documents and faculty templates**

1. Documents and templates applicable in the diploma process are available on the Faculty website, in particular in the "Graduation" section.
2. These include in particular:
  - 1) thesis assessment form,
  - 2) criteria for assessment of answers,
  - 3) list of examination topics,
  - 4) template of the first page,
  - 5) formatting guidelines,
  - 6) required statements.
3. Documents shall be applied in their current version.
4. Additional documents may also be published and applied accordingly.

#### **§8. Final result of studies**

1. The final result shall be a weighted average:
  - 1) grade average – weight 0.6,
  - 2) thesis grade – weight 0.2,
  - 3) examination grade – weight 0.2.

2. The final result shall be determined in accordance with AGH Study Regulations. Final grade (overall degree classification), entered on the diploma of completion of second-cycle studies, is agreed by the committee during the closed session and recorded by the committee in the minutes of the second-cycle diploma examination.