

REGULATIONS FOR THE GRADUATION PROCESS  
**INSTITUTE OF CHEMISTRY**  
Faculty of Exact and Natural Sciences

**1. Legal basis:**

The graduation process is carried out in accordance with the faculty procedure WSZJK-WSP/01 and the Study Regulations of the Jan Kochanowski University in Kielce.

**2. Subject of the regulations:**

The Regulations cover all students of the Chemistry and Biotechnology course, as well as those conducting diploma seminars and theses and procedures related to the graduation process at the UJK Institute of Chemistry.

**3. Course of the diploma examination:**

**3.1. Chemistry course:**

- the student has the right to read the thesis reviews before taking the diploma examination;
- the chemistry course student prepares a 15-minute multimedia presentation that includes the objective of the work, the used research methods and materials, the obtained results, and a summary. The student's presentation is subject to assessment;
- during the diploma examination, the student is asked three questions:
  - for undergraduate degree studies, the student draws 3 questions from the following fields of chemistry: analytical chemistry, inorganic chemistry, organic chemistry, and physical chemistry;
  - for graduate degree studies, the student draws 2 questions from the following fields of chemistry: instrumental analysis, crystallography, theoretical chemistry, and spectroscopy, as well as answers one question from the Reviewer or Promoter related to the topic of the thesis.

**3.2. Biotechnology course:**

- the student has the right to read the thesis reviews before taking the diploma examination;
- the biotechnology course student prepares a 15-minute multimedia presentation which includes the purpose of the work, the used research methods and materials, the obtained results, and a summary. The committee conducting the diploma examination asks the student additional questions related to the subject of the thesis. The student's presentation along with the answers to questions is subject to assessment;
- during the diploma examination, the student is asked three questions:
  - for undergraduate degree studies, the student draws 3 questions from the pool of course related questions whose topics are based on the learning outcomes achieved during undergraduate degree studies;
  - for graduate degree studies, the student draws 3 questions from the pool of course related questions, the topics of which are based on the learning outcomes achieved during graduate degree studies.

**4. A list of subjects for each course is posted on the Institute of Chemistry website under the "studies" tab.**

**5. Each question is evaluated separately and then the mean of the scores is calculated.**

**6. The mean grades achieved for the thesis review and the answers are included in the diploma examination protocol.**

**7. Matters not covered by this document shall be governed by the documents listed in point 1.**

Annexes from Procedure WSZJK-WSP/01

Annex No. 6 - List of diploma candidates with supervisors and thesis topics

Annex No. 7 - Application for changing the thesis supervisor

Annex No. 8 - Application for changing the subject of the thesis

Annex No. 9 - Diploma examination submission questionnaire

Annex No. 10 - Declaration of thesis authorship

Annex No. 11 - Template thesis review sheet

Annex No. 12 - Cover page template

Annex No. 13 - Application for extending the deadline for submitting a thesis