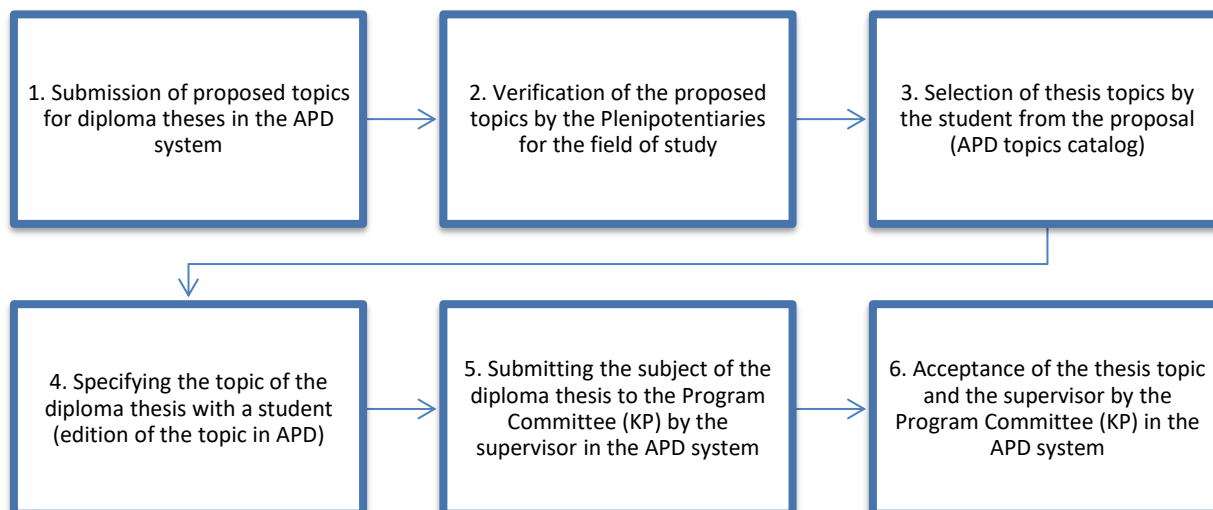




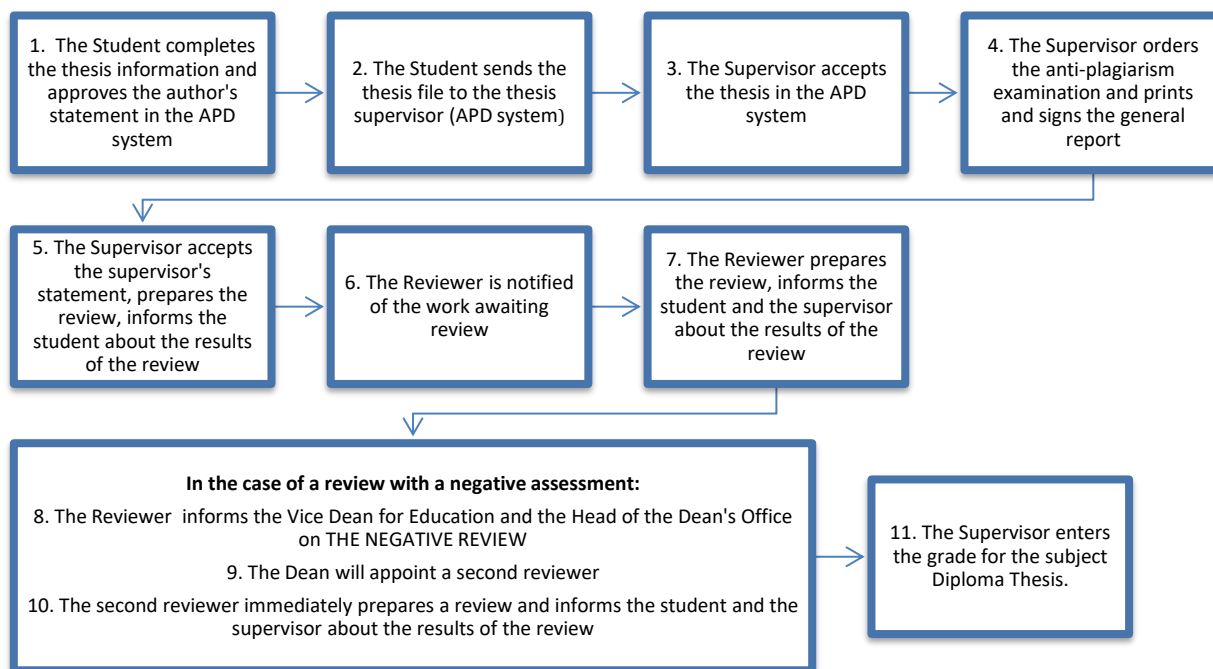
**Diploma procedure
related to the diploma process
in the winter semester in the academic year 2026/2027**

Process for submitting a thesis topic



by 16.10.2026 r. diploma exam – January 2027 r.	Specifying the topic of the diploma thesis it is possible in the initial stage of its writing (§34 of the Study Regulations). The topic is specified, in consultation with the student, by the supervisor by reporting the change of topic to the Plenipotentiaries for the field of study.
by 23.10.2026 r. diploma exam – January 2027 r.	Submission of proposed diploma thesis topics into the APD system by supervisors.
by 21.11.2026 r. diploma exam: – July 2027 r.	The student reviews the proposed thesis topics available in the topic catalog in the APD system and contacts the thesis supervisor. The student, together with the supervisor, refines the topic. The supervisor edits / enters the new topic into the APD system..
by 28.11.2026 r. diploma exam: – July 2027 r.	The supervisor creates an application for approval of the thesis topic in APD. After being signed by the supervisor (also acting as coordinator) and then by the student, the application is forwarded to the Program Committee (KP) for approval.
by 18.12.2026 Program Committee (KP) for field of study	Approval of thesis topics in the APD system.

Thesis submission process before the graduation exam



Activity	Diploma exam January- February 2027	Diploma exam February 2027
1. the student completes the thesis information and approves the author's statement in the APD system	By 15.12.2026	By 22.01.2027
2. the student sends the thesis file to the APD system	By 15.01.2027	By 22.01.2027
3. the supervisor accepts the thesis in the APD system	By 19.01.2027	By 26.01.2027
4. the supervisor orders the anti-plagiarism examination and prints and signs the general report	By 19.01.2027	By 26.01.2027
5. the supervisor accepts the supervisor's statement and prepares the review. The supervisor forwards a signed printout of the general anti-plagiarism analysis to the Dean's Office and informs the student about its result	immediately	immediately
6. the reviewer prepares the review	immediately	immediately
7. in the case of a negative review, the reviewer informs the Vice Dean for Education and the Head of the Dean's Office about THE NEGATIVE REVIEW	Urgent	Urgent
8. the Dean will appoint a second reviewer	Urgent	Urgent
9. the second reviewer prepares the review in the APD system. He informs about the result to the Vice Dean for Education, to the supervisor and to the student. The second reviewer submits a signed printout of the review to the Dean's Office.	Urgent	Urgent
10. the supervisor assigns a grade for the subject Diploma Thesis	no later than 7 days before the diploma examination	no later than 7 days before the diploma examination
11. Diploma exams	28.01 -03.02.2027	11-12.02.2027

1+2. The student completes the information about the thesis and approves the author's declaration in the APD system and sends the thesis file to the Supervisor via the APD system

After logging in to the APD system - [https://apd.usos.pwr.edu.pl/? s=1](https://apd.usos.pwr.edu.pl/?s=1), the student completes the missing information about the thesis and approves the declaration of the author of the diploma thesis.

The student enters the diploma thesis via the APD portal and sends it for approval to the thesis supervisor.

The student submits the diploma thesis via the APD portal and sends it to the thesis supervisor for approval.

3. The thesis supervisor approves the diploma thesis.

4. The thesis supervisor submits the diploma thesis for anti-plagiarism analysis, and generates and signs the general anti-plagiarism analysis report.

The thesis supervisor submits the signed anti-plagiarism control reports to the Dean's Office (the documents can be dropped into the box located at the end of the mezzanine in building B4).

Within the deadline specified in the schedule, after submitting the thesis into the APD system, the student submits the following documents to the Dean's Office:

- a printed scope of the diploma examination,
- a statement of overall grade point average - if not all the grades are obtained, the student must submit a signed document without the average.
- a statement of consent to share the diploma thesis,
- a signed general report - conclusions for the diploma thesis submitted for analysis (in the case specified in section 10 of ZW 125/2024, also a detailed report) signed by the supervisor - delivered to the dean's office by the supervisor in accordance with ZW 125/2024
- an application for the issuance of the so-called complete set of diploma - printed from the USOSweb system
- 1 signed copy of the form regarding participation in the professional careers study of WUST (Wrocław University of Science and Technology) graduates – application available at <https://biurokarier.pwr.edu.pl/zakonczenie-studiow/> (please complete the data, indicate whether you consent to the professional careers study or not, print and sign it)
- students also provide photocopies of documents about their special achievements (awards, internships, publications, scientific circles, etc.)

5. The supervisor accepts the thesis „ Supervisor's declaration” and prepares a review in the IT system

Supervisor submits the signed original of the general report on the anti-plagiarism examination to the Dean's Office (or to the box located on the mezzanine in building B4).

6. The reviewer performs the review in the IT system

After the supervisor approves the diploma thesis, the reviewer grades the diploma thesis available in the APD system and immediately- prepares a review in the IT system.

7. In the case of a review with a negative assessment.

The Supervisor or reviewer gives an unsatisfactory assessment in the review.

In the case of a negative grade, the Vice Dean for Education and the Dean's Office Manager should be notified immediately.

8. The Dean appoints a second Reviewer(with the of professor or with PhD degree)

The Dean, at the request of the Vice Dean for Education, appoints an additional reviewer who writes reviews.

9. The second reviewer promptly prepares a review and informs the Dean of the result.

10. The Dean determines the grade and informs the supervisor

11. The Supervisor enters the grade for the subject Diploma Thesis