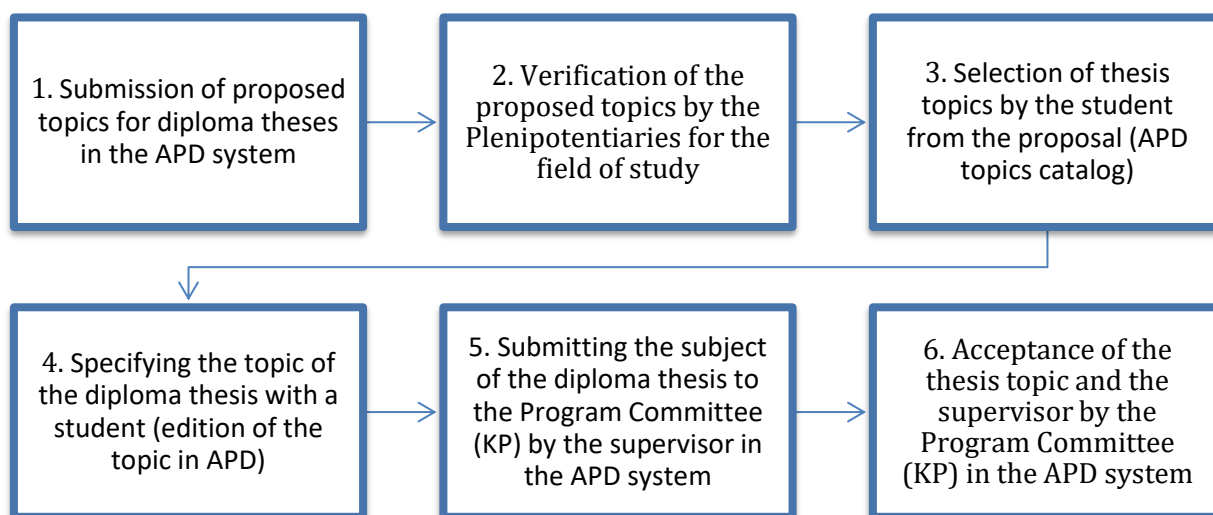




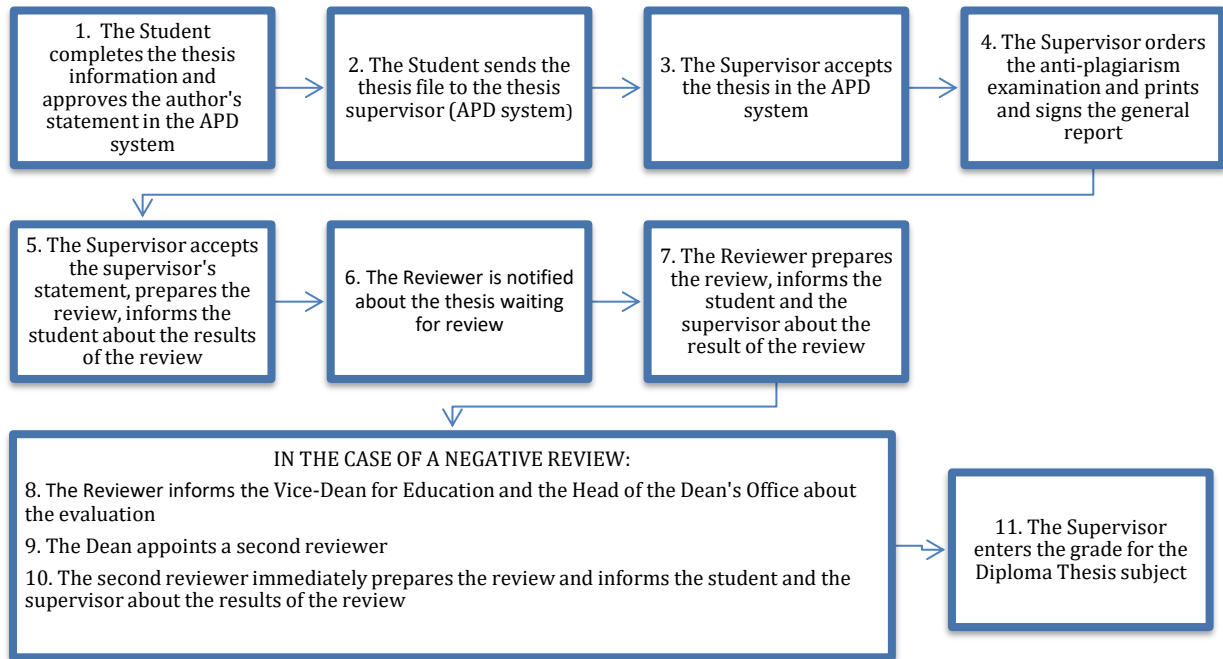
**Diploma procedure
related to the diploma process
in the summer semester in the academic year 2025/2026**

Process for submitting a thesis topic



| | |
|--|--|
| by 13.03.2026 diploma exam – July 2026 | The topic of the diploma thesis can be specified at the initial stage of its writing - according to §35 item 9 of the Study Regulations. The topic is specified, in consultation with the student, by the supervisor, who notifies the Plenipotentiaries for the field of study via email of any topic changes. |
| by 24.04.2026 diploma exam: – bachelor studies in business engineering field – January 2027 – master studies in management field – July 2027 | Entry of thesis topic <u>proposals</u> by supervisors into the APD system. |
| by 15.05.2026 diploma exam: – bachelor studies in business engineering field – January 2027 – master studies in management field – July 2027 | The student reviews the proposed thesis topic found in the APD topic catalog and contacts the selected supervisor. The student and the supervisor clarify the topic of the diploma thesis. The supervisor edits/enters a new topic in the APD system. |
| by 15.05.2026 diploma exam: – bachelor studies in business engineering field – January 2027 – master studies in management field – July 2027 | The supervisor creates an application for approval of the thesis topic in APD. After being signed by the supervisor (acting also as coordinator) and then by the student, the application is forwarded to the Program Committee (KP) for approval. |
| by 22.05.2026 Program Committee (KP) for the field of study | Approval of diploma thesis topics in the APD system. |

Thesis submission process before the graduation exam



| Activity | Diploma exam July 2026 |
|--|---------------------------|
| 1. the student completes the thesis information and approves the author's statement in the APD system | 17.06.2026 |
| 2. the student sends the thesis file to the APD system | 22.06.2026 |
| 3. the supervisor accepts the thesis in the APD system | 22.06.2026 |
| 4. the supervisor orders the anti-plagiarism examination and prints and signs the general report | 24.06.2026 |
| 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 |
| 6. the reviewer is notified about the thesis waiting for review (from the APD system / by the supervisor) and prepares the review | immediately |
| IN THE CASE OF A NEGATIVE REVIEW: 7. the reviewer informs the Vice-Dean for Education and the Head of the Dean's Office about the negative review 8. the Dean appoints a second reviewer 9. the second reviewer prepares the review in the APD and informs the Vice-Dean for Education, the supervisor and the student about the results of the review. The second reviewer submits a signed printout of the review to the Dean's Office | urgent mode |
| 10. the supervisor enters the grade for the Diploma Thesis subject | 01.07.2026 |
| 11. Diploma exams (defenses) | 06-10.07.2026 |

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

The student completes, after logging into the APD system - <https://apd.usos.pwr.edu.pl/>, the missing information about the diploma thesis and approves the statement of the author of the diploma thesis.

The thesis should be consulted with the Supervisor before it is entered into APD.

The student enters the diploma thesis through the APD system and sends it to the supervisor for approval.

The student, within the time specified in the schedule, after entering the thesis into APD:

The student submits the following documents to the Dean's Office:

Archival diploma thesis, which should be submitted as follows (1-5):

1. title page

NOTE! the part of the table on the title page "final grade for the diploma thesis" should be left blank - the name of the Chairperson of the diploma examination committee, signature and the grade on the archival copy of the diploma thesis will be entered during the diploma examination.

2. the thesis should be printed on both sides (according to the editorial guidelines)

3. a statement of compliance of the printed diploma thesis with the texts provided in the files and with the version entered into the anti-plagiarism system, as well as a declaration of independence

4. a statement concerning consent to share

Everything should be punched.

5. In addition, student must submit:

- *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 statement on the compliance of the printed diploma thesis with the texts provided in the files and with the version entered into the anti-plagiarism system, as well as a declaration of the independence of the completed diploma thesis,*
- **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,**
- *application for the issuance of the so-called complete set of diploma - printed from the USOSweb system,*
- *a signed copy of the form regarding participation in the professional careers of WUST graduates - the application is 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 it and sign it),*
- *copies of documents about your special achievements (awards, internships, apprenticeships, publications, scientific clubs etc.).*

3+4: The supervisor accepts the thesis and orders an anti-plagiarism analysis, after which generates and signs a the general analysis report

The supervisor, after receiving information about the thesis placed in the APD system and after it's approval in APD, immediately orders the anti-plagiarism check. After receiving the analysis report, he prepares a written (based on separate regulations) anti-plagiarism check protocol, in which he decides whether the diploma thesis was written independently by the student and whether it has the characteristics of an original work.

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

5: The supervisor accepts the thesis supervisor's declaration and prepares a review in the IT system

The supervisor prepares the review in APD and forwards it 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 thesis, the reviewer receives a notification from the APD system or from the supervisor about the pending thesis and immediately prepares a review in the APD system.

7+8+9: In the case of a negative review a thesis

The supervisor or the reviewer gives an unsatisfactory grade in the review a thesis and immediately informs the Vice-Dean for Education and the Head of the Dean's Office of this fact.

The Dean urgently appoints an additional reviewer from among academic teachers with the title of professor or with a postdoctoral degree, who prepares a review (also immediately).

10. The supervisor enters the grade for the Diploma Thesis subject

After reviewing the reviewer's assessment of the thesis, the supervisor enters his/her grade for the Diploma Thesis subject into the IT system, provided that both assessments are positive, even if they are different. If one of the grades for the thesis (by the supervisor or the reviewer) is unsatisfactory, entry into the IT system is suspended until the final grade for the thesis is determined.