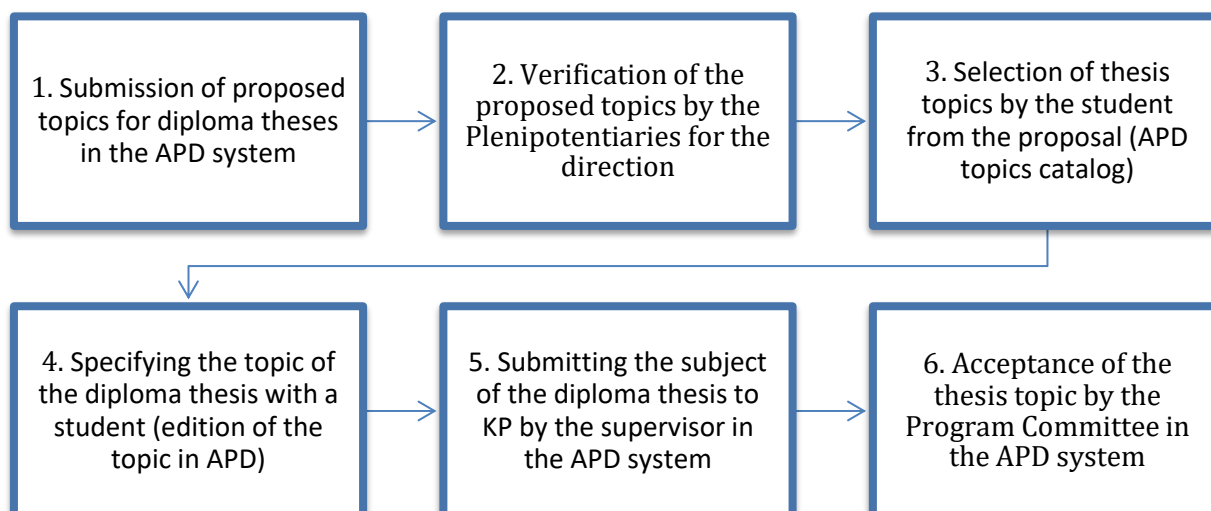




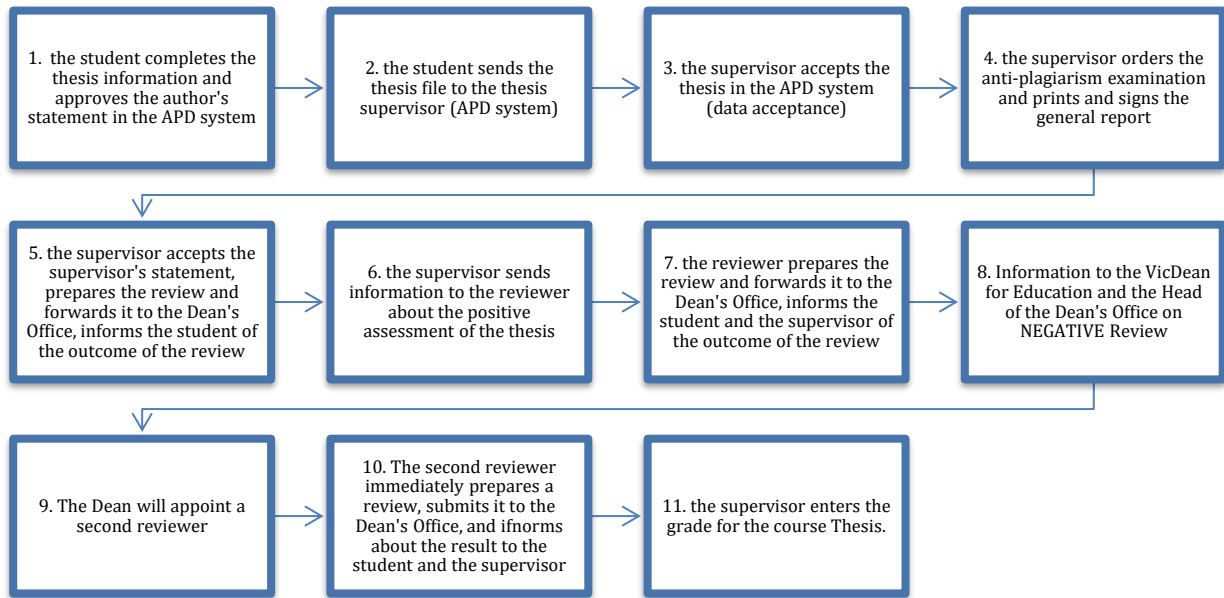
## Diploma procedure in the winter semester in the academic year 2023/2024

### Process for submitting a thesis topic



by 6.10.2023r. diploma exam – Januar/Februar 2024r.	Specifying the topic of the diploma thesis - the diploma examination January-February 2022 – it is possible <b>in the initial stage of its writing</b> (§ 23 item 9 of the Study Regulations). The subject is clarified by the promoter, in agreement with the student, by notifying the change of the subject to the APD system: <a href="https://apd.usos.pwr.edu.pl/">https://apd.usos.pwr.edu.pl/</a>
by 13.10.2023r. diploma exam – Januar/Februar 2022r.	The Dean's Plenipotentiary for the field of study accepts or directs the introduced clarifications of these topics for improvement.
by 27.10.2023r. diploma exam - July 2024r.	Entry of thesis topic proposals by supervisors into the APD system. The supervisor's entry of topics is done after receiving an email on the matter from the Dean's Representative for the major. The proposals are intended for students of the first degree of the major. Management and second degree students of Business Engineering.
by 10.11.2023. Diploma exam - July 2024r.	The student reads the thesis topic proposals found in the topic catalog in the APD system and contacts the thesis supervisor.
by 01.12.2023. Diploma exam - July 2024r.	The student, together with the supervisor, refines the thesis topic. The supervisor edits/enters the new topic in the APD system.
by 01.12.2023. Diploma exam - July 2024r.	The supervisor assigns the student who will implement the submitted topic and changes the status of the topic to reserved. NOTE: before the topic is sent to the KP for approval, the promoter (also as coordinator) and the student must sign the application in the APD!
by 19.01.2024r. Program Committee for Management and Business Engineering	Approval of thesis topics in the APD system.

### Thesis submission process before the graduation exam



Activity	Engineering Studies 10-week course (graduation exam February 2024).	Diploma exams overdue - study 15 weeks (February 2024).
1. the student completes the thesis information and approves the author's statement in the APD system.	22.12.2023r.	26.01.2024r.
2. the student sends the thesis file to the thesis supervisor (APD system)	22.12.2023r.	26.01.2024r
3. the supervisor accepts the thesis in the APD system (data acceptance)	22.12.2023r.	26.01.2024r.
4. the supervisor orders the anti-plagiarism examination and prints and signs the general report	22.12.2023r.	26.01.2024r.
5. the supervisor accepts the supervisor's statement, prepares the review and forwards it to the Dean's Office, informs the student of the outcome of the review	9.01.2024r.	31.01.2024r.
6. the supervisor sends information to the reviewer about the positive assessment of the thesis	9.01.2024r.	31.01.2024r.
7. the reviewer prepares the review and forwards it to the Dean's Office, informs the student and the supervisor of the outcome of the review	15.01.2024r.	07.02.2024r.

8. Information to the VicDean for Education and the Head of the Dean's Office on NEGATIVE REVIEW.	Urgent	Urgent
9. The Dean will appoint a second reviewer. The second reviewer immediately prepares a review, submits it to the Dean's Office, and informs about the result to the student and the supervisor.	Urgent	Urgent
10. Promoter assigns a grade for the Thesis course	15.01.2024r.	07.02.2024r.
11. Diploma exams	22-25.01.2024r.	12-16.02.2024r.

**1. 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.

**2. The supervisor accepts the diploma thesis (Supervisor)**

**3. The supervisor sends the diploma thesis for anti-plagiarism analysis and generates and signs the general report on the anti-plagiarism analysis (Supervisor)**

The supervisor, after receiving information about the thesis placed in the APD system, immediately orders the anti-plagiarism test, after receiving the analysis report, he prepares a written (based on separate provisions) anti-plagiarism test protocol, in which he decides whether the diploma thesis is written independently by the student and whether it has the properties of the original work.

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

**Within 2 days after the thesis is entered into ASAP Student:**

**Student submits to the Dean's Office -bud. B4 room 1a8-1a9**

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

1. title page (link to title pages)

Note: the first part of the table on the title page, i.e. "thesis supervisor" should be left blank. The part of the table "final grade for the diploma thesis" should be left blank - the name of the Chairperson of the diploma examination committee 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. statement that the submitted diploma dissertation is entirely their own work - downloaded from ASAP after the paper has been entered
4. a statement concerning consent to share
5. a CD with the recorded work in a signed (surname and title) punched white envelope.

Everything should be punched.

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. After all grades have been accepted, the student immediately submits the information about the average
- a statement concerning the consent to make the diploma thesis available,
- a statement that the work is their own, downloaded from ASAP after the work has been entered,
- proof of payment for the issuance of the so-called set of diploma in the amount of PLN 60 - the payment will be credited/settled after the set of documents is received by the Faculty,
- 2 copies of the form concerning the participation in the survey into the professional life of the graduates of WUST - according to ZW 39/2012 the application available on the website of the Career Office (one should register on the website of the Career Office, fill in the personal data, mark whether one agrees to the professional life degree analysis or not, print out 2x and sign), students provide copies of documents about their special achievements (e.g. awards, internships, apprenticeships, publications, scientific clubs etc.).

**4. The supervisor accepts the thesis supervisor's declaration and prepares a review and submits it to the Dean's Office and sends information about its result to the student (Supervisor)**

**5. The supervisor sends the reviewer information about the positive assessment of the thesis (Supervisor)**

The Supervisor completes the diploma thesis evaluation form. Then the supervisor submits the signed diploma thesis evaluation document to the Dean's Office.

Supervisor informs student about the result of the review.

The Supervisor decides whether to submit the thesis for review. Supervisor passes signed originals of the thesis to the Dean's Office (to the box located on the mezzanine in building B4):

- the thesis evaluation printout,
- general report and the report from anti-plagiarism testing.

**The supervisor, at the time the thesis is accepted for review, informs the reviewer via email that the thesis has been accepted and allowed for review.**

**6. The reviewer writes the review, submits it to the Dean's Office and sends information about the result to the student and the supervisor (Reviewer)**

After the supervisor approves the diploma thesis, the reviewer grades the diploma thesis available in the APD system and immediately forwards the signed review document to the Dean's Office. Communicates the result of the review to the Supervisor and the student.

**7. Information to the Vice Dean for Education and the Head of the Dean's Office about the negative review**

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

**8. the Dean appoints a second Reviewer**

The Dean, at the request of the Associate Dean for Education, appoints an additional reviewer who writes reviews in accordance with pkt 15.

**9. The Supervisor enters the grade for the Thesis course (Supervisor)**

The final course "diploma thesis" provided for in the curriculum is credited by the person conducting this course (supervisor) after the student submits the diploma dissertation within the meaning of para. 2.

The supervisor, after reviewing the reviewer's evaluation of the thesis (para. 19), enters his course grade in the electronic index, provided that both grades are positive, also if they are different.

In the event that one of the dissertation grades ( supervisor's or reviewer's) is negative - the dissertation supervisor immediately notifies the Dean for Education - the entry to the electronic index is withheld. The dissertation supervisor enters the grade immediately after the final grade for the dissertation is established by the dean, in accordance with the procedure described in section 17 of the Study Regulations.