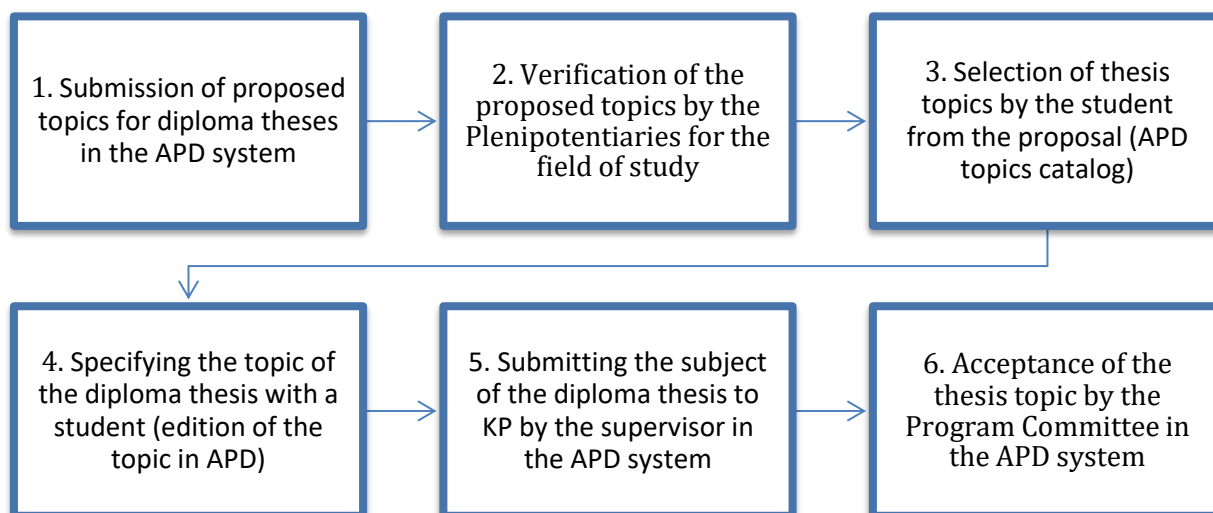




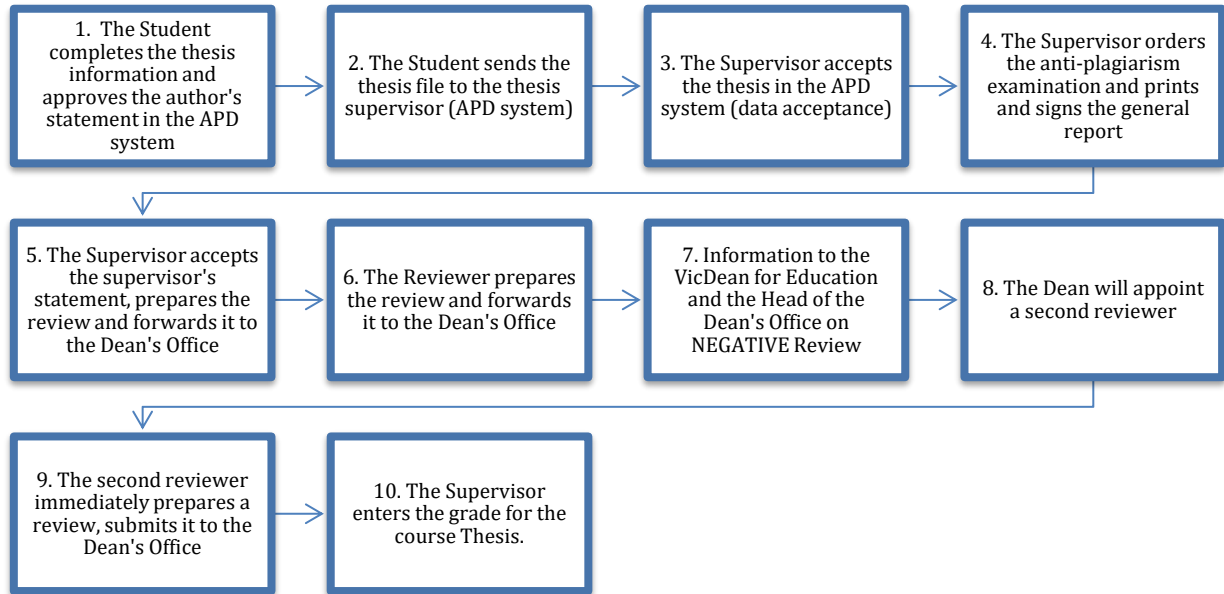
Diploma procedure in the summer semester in the academic year 2023/2024

Process for submitting a thesis topic



by 15.03.2024 diploma exam – July 2024	Specifying the topic of the diploma thesis - the diploma examination July 2024 – it is possible in the initial stage of its writing (§35 item 9 of the Study Regulations). The request for clarification of the topic is directed to the Plenipotentiary for the field of study.
by 20.03.2024 diploma exam – July 2024	The Dean's Plenipotentiary for the field of study accepts or directs for correction the topics of diploma theses requested for clarification.
by 26.04.2024 diploma exam - IZZ field - January 2025 second-cycle studies in the ZZZ field - July 2025	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 field of study. The proposals are intended for first-cycle students of Business Engineering and second-cycle students of Management.
by 10.05.2024 diploma exam – IZZ field - January 2025 second-cycle studies in the ZZZ field - July 2025	The student reads the thesis topic proposals found in the topic catalog in the APD system and contacts the thesis supervisor. The student and the supervisor clarify the topic of the diploma thesis.
by 10.05.2024 diploma exam – IZZ field - January 2025 second-cycle studies in the ZZZ field - July 2025	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 24.05.2024 Program Committee for Management and Business Engineering	Approval of thesis topics in the APD system.

Thesis submission process before the graduation exam



Activity	Diploma exam 2024
1. the student completes the thesis information and approves the author's statement in the APD system.	21.06.2024
2. the student sends the thesis file to the thesis supervisor (APD system)	21.06.2024
3. the supervisor accepts the thesis in the APD system (data acceptance)	25.06.2024
4. the supervisor orders the anti-plagiarism examination and prints and signs the general report	25.06.2024
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	25.06.2024
6. 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	1.07.2024
7. Information to the VicDean for Education and the Head of the Dean's Office on NEGATIVE REVIEW.	Urgent
8. 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
9. Promoter assigns a grade for the Thesis course	01.07.2024
10. Diploma exams	05 -12.07.2024

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>, 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)

On the date specified in the schedule after entering the diploma thesis into the APD system, the 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 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 118/2023, also a detailed report) signed by the supervisor - delivered to the dean's office by the supervisor in accordance with ZW 118/2023
- application for the issuance of the so-called complete set of diploma - printed from the USOSweb system

- 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 (Supervisor)

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.

5. The reviewer writes the review, submits it to the Dean's Office (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.

6. 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.

7. 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.

8. 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.