

Schedule for the Diploma Process in the Winter Semester 2024/25
for final semester students in the master's CEB program studies

1. General Guidelines for the Diploma Process

The diploma process will take place in the APD system (Diploma Paper Archive). Participation in the system is required for the student, the supervisor, and the reviewer. Instructions for using the APD system are available at apd.usos.pwr.edu.pl.

The schedule shows only the time frame in which all activities related to the diploma process should be completed. However, no specific deadlines for each activity are provided. Students should complete the process in such a way that they meet the final, non-negotiable deadline for submitting the thesis and all required documents to the Dean's Office.

Students must submit all original documents required for the diploma exam to the Student Dean's Office W02 in person. Only signed original documents will be accepted, including those received from supervisors and reviewers. Scanned documents will not be accepted.

2. Diploma Process Schedule

By January 24, 2025: The student must complete their thesis and obtain approval from the supervisor to submit the final version to the APD system.

January 25 - February 3, 2025: The complete diploma process in the APD system, including:

- the student submits the thesis and required data to the APD system.
- the supervisor checks the data entered by the student and corrects it if needed.
- the supervisor conducts an anti-plagiarism check using the JSA (Unified Anti-plagiarism System – Jednolity System Antyplagiatowy). Note: The system allows only one withdrawal of the thesis for correction and resubmission for a new check.
- the supervisor writes a review.
- the supervisor enters the grade for the thesis in APD and USOS (by January 31, 2025).
- the reviewer writes a review.
- the supervisor submits the thesis for the final exam.

Important: If the thesis is found to be non-original, the supervisor must immediately report it to the Dean's Office.

Note: The review of engineering theses is in a survey format, while master's theses require an open review with a limit of 1,000 characters, including spaces.

By January 31, 2025: Deadline for entering the thesis grade in the USOS system.

By January 31, 2025: The student receives signed original documents from the supervisor, including the "General Report – Conclusions," the general report of the JSA anti-plagiarism check, and the supervisor's review.

By February 3, 2025: The student collects the signed original review from the reviewer.

By February 4, 2025, 10:00 AM: The student submits all required documents for the diploma exam to the Dean's Office in person.

February 17-21, 2025: Diploma exams will take place.

Failure by students, supervisors, or reviewers to meet the deadlines may result in losing the opportunity to take the diploma exam in February 2025.

Further information about the diploma process for the winter semester 2024/25 can be found on the faculty website under the Students – Diploma section.

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Vice-Dean for Education

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