

Thesis Process Schedule – Winter Semester 2025/26
for students of the last semester of the Master’s programme (CEB)

1. General information about the thesis process

The thesis process is carried out in the APD system (Archive of Diploma Theses). The process requires the participation of the student, the thesis supervisor, and the reviewer. Instructions for using the APD system are available at: apd.usos.pwr.edu.pl

The schedule shows only the time periods in which all thesis-related activities must be completed. It does not give exact dates for each step. All activities must be planned so that the student can meet the final and non-extendable deadline for submitting the thesis and documents to the Dean’s Office.

All documents required for the diploma exam must be submitted in person to the Student Dean’s Office W02. Only signed original documents are accepted, including documents received from supervisors and reviewers. Scans or electronic copies will not be accepted by the Dean’s Office.

2. Thesis process schedule

By 26 January 2026 The student must finish the thesis and obtain the supervisor’s approval to upload the final version to the APD system.

26 January – 2 February 2026 Full APD procedure, including:

- uploading the thesis and required data to APD by the student,
- checking and correcting the data by the supervisor (if needed),
- plagiarism check carried out by the supervisor in the JSA system.
Note: the system allows only one withdrawal of the thesis for correction and resubmission.,
- supervisor prepares the thesis review,
- supervisor enters the thesis grade in APD and USOS (by 2 February 2026),
- reviewer prepares the review,
- supervisor submits the thesis for the defense.

Important: If the thesis is considered not original, the supervisor must immediately inform the Dean’s Office.

- Reviews of Master's theses are written in an open form, limited to 1,000 characters (including spaces).

2 February 2026 Final deadline for entering the thesis grade in the USOS system.

By 3 February 2026 The student collects from the supervisor the signed original documents: "General Report – Conclusions", general plagiarism report from the JSA system, supervisor's review.

By 4 February 2026 The student collects from the reviewer the signed original review.

By 5 February 2026 (until 10:00 a.m.) The student must personally submit all required documents for the diploma exam to the Dean's Office.

18–20 February 2026 Diploma (thesis defense) exams.

Failure to meet any of the deadlines listed above by the student, supervisor, or reviewer may result in losing the right to take the diploma exam in February 2026.

This schedule also applies to part-time students (8th semester) who did not agree on earlier (December) course completion dates, for example for repeat courses.

Other information about thesis preparation in the winter semester 2025/26 is available on the Faculty website in the Students → Diploma Students section.

Vice-Dean for Education

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