Diploma Process Schedule for the Winter Semester 2023/24
for final semester master's students of CEB

1. **General Guidelines for the Diploma Process**

    The diploma process will be conducted through the APD (Archiwum Prac Dyplomowych - Thesis Archive) system. Participation from the diploma candidate, supervisor, and reviewer will be required within this system. Instructions for using the APD system can be found on apd.usos.pwr.edu.pl.

    The schedule provides a time frame within which all activities related to the diploma process should be conducted without specifying the exact deadlines for individual tasks. These should be carried out in a way that allows the candidate to submit their thesis and other documents to the Dean's Office on time.

    Candidates should submit a complete set of documents required for the diploma exam to the Student Dean's Office W02 in person. Only signed original documents, including those received from supervisors and reviewers, should be submitted. Scanned documents will not be accepted.

2. **Diploma Process Schedule**

    By 25.01.2024: thesis student should complete the diploma thesis and obtain the supervisor's approval for entering the final version of the thesis into the APD system.

    26.01-06.02.24: Conduct the full procedure in APD, including:
    - thesis student inputs thesis and other required data into the APD system.
    - Supervisor checks and corrects (if necessary) the data entered by the thesis student into the APD system.
    - Supervisor conducts plagiarism check on the thesis through the JSA System (Jednolity System Antyplagiatowy). NOTE: The system allows only one withdrawal of the thesis for corrections and submission of a new set for re-checking.
    - Supervisor issues a review.
    - Supervisor enters the thesis grade into APD and USOS (by 02.02.2024).
    - Reviewer issues a review.
    - Supervisor submits the thesis for diploma exam.

    - NOTE1: Theses deemed non-original should be immediately reported via email to the Dean's Office.
    - NOTE2: Reviews for engineering theses are in survey form, while master's theses reviews are open-ended with a limit of 1000 characters including spaces.
    - 02.02.2024: Final deadline for entering thesis grades into the USOS system.
    - By 06.02.2024: Student collects signed original documents: "General Report – Conclusions", JSA anti-plagiarism control general report, and supervisor's review from the supervisor.
    - By 06.02.2024: Student collects the signed original review from the reviewer.
    - By 08.02.2024: By 10:00 AM, the candidate must submit all required documents for the diploma exam to the Dean's Office in person.
    - 19-23.02.2024: Diploma exams.

Failure to meet the above deadlines by candidates, thesis supervisors, or reviewers may result in losing the opportunity to take the diploma exam in February 2024.

Detailed guidelines for conducting diploma theses in the Winter Semester 2023/24 will be provided in a separate announcement.

28.09.2023

Vice-Dean for Didactics
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