**SCHEDULE OF DIPLOMA THESES IN THE SUMMER SEMESTER 2022/23**

**BY STUDENTS OF THE LAST SEMESTER OF MASTER'S STUDIES - STATIONARY**

**APPLIES TO GRADUATES AND SUPERVISORS OF DIPLOMA THESES**

**1. General guidelines for the graduation process**

The diploma process will take place in the APD system (Archive of Diploma Theses).

The system will require the participation of both a diploma, a tutor and a reviewer.

***Instructions proceedings in the APD system can be found on the: apd.usos.pwr.edu.pl***

The schedule is given only the time interval during which all activities related to with the process of graduation should be carried out, but without giving detailed instructions concerning the deadlines for the performance of individual activities. They shall be carried out in such a way that the diploma student could meet the deadline for submitting work and other documents to the dean's office.

A set of documents required for the diploma exam should be submitted to student deanery W02 in the L1 building in person. Signed originals of documents must be submitted, including received from maintainers and reviewers. The dean's office will not accept scans of these Documents.

**2. Timetable of the graduation proces**

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| **By 19.06.2023** | the graduate should complete the diploma thesis and obtain the approval of the tutor  for the possibility of entering the final version of the diploma thesis into the APD system; |
| **19-27.06.2023** | carrying out a full procedure in APD including:  - entering work and other required data into the APD system by the graduate,  - checking by the supervisor of the data entered into the APD by the graduate from their  correction if necessary,  - anti-plagiarism control of the work carried out by the supervisor in the JSA system  (Uniform Anti-plagiarism System).  *(NOTE: the system only allows for a single withdrawal work to improve it and direct a new set for re-inspection)*  - issuing a review by the guardian,  - entry of the assessment of work by the supervisor in APD and JSOS,  - issuing a review by the reviewer,  - transfer of work by the caregiver to the defense  *NOTE: due to the specificity of the algorithms of the Uniform Anti-plagiarism System*  *high value of the PRP indicator (especially in the case of engineering works) does not have to*  *mark its unoriginality, this is ultimately decided by the work supervisor. Works recognized as Non-original should be immediately reported by e-mail to the dean's office.*  *NOTE: the review of engineering works is in the form of a survey, master's theses in the form of*  *open with a limit of 1000 characters with spaces.* |
| **22.06.2023** | deadline for issuing an assessment for the diploma thesis for diploma students planning  take the diploma examination; |
| **by 27.06.2023** | the student receives from the tutor signed original documents: "General report – conclusions", JSA plagiarism check general report and maintainer review; |
| **by 27.06.2023** | the student receives a signed original review from the reviewer; |
| **by 28.06.2023 at 10:00 a.m.,** | the graduate submits in person to the Dean's Office all the required documents for the diploma exam |
| **6- 12.07.2023** | diploma exams for students of I and II degree |

**Failure to meet the above deadlines by graduates, thesis supervisors or reviewers may result in you losing the opportunity to take the diploma exam in July 2023.**

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| **If the graduate does not submit a work for assessment by 22.06.2023, the tutor should enter an unsatisfactory grade into the student's electronic index no later than 27.06.2023 (last semester day), unless the graduate obtains the consent of the Vice-Dean to extend the deadline for the entry of the assessment. In such a situation, the graduate should send an e-mail to the dean’s office by 11.07.2023 application for entry into the revision course "Diploma thesis" in the winter semester 2023/24 (continuation of the topic with the consent of the supervisor at the advancement of work >75% or a request for entry on a new topic), or will be deleted if there is a lack of learning progress.**  Note: The application for entry into the "Thesis" repetition course can be downloaded from the Faculty's website: [**https://wbliw.pwr.edu.pl/studenci/do-pobrania**](https://wbliw.pwr.edu.pl/studenci/do-pobrania)*(name: Application for Enrolment on a Course Diploma Thesis)*  **Failure to submit an application in the given date may mean deletion from the list of students on the basis of the point of the Regulations on non-submission of the work diploma.** |

Please note that graduates pursuing repetition courses and overdue courses ending with exams, should agree with the Examiners on earlier exam dates in order to obtain exam grade entries in JSOS until 27.06.2023. This is necessary due to the extremely late start date of the session exam in the current semester.