

Respected Diploma Students,

Schedule for defending master's theses in the summer semester 2018/2019

- **until 21 June 2019** diploma students collect in the Deanery **studies settlement card**;
- **until 21 June 2019** diploma student passes the diploma thesis in paper and electronic version to the promoter

The promoter immediately directs the thesis for verification by Anti-plagiarism System, after receiving a positive result, the promoter passes the signed report on the anti-plagiarism examination to the graduate;

- **until 28 June 2019** diploma student passes the diploma thesis to the **Reviewer** in paper version which is identical with the electronic version.
- The diploma thesis may be transferred and received through the appropriate secretariat of the Department of the reviewer.
- **until 5 July 2019** diploma student receives the diploma thesis together with the review and presents them to the Promotor.

After reviewing the diploma grade of the reviewer the supervisor enters his/her grade for the diploma thesis course into the electronic index, provided that both grades are positive and give his/her opinion to the diploma student.

The diploma thesis supervisor is required to issue an unsatisfactory grade from the last "diploma dissertation" course in any of the following cases:

- 1) the student did not submit diploma thesis in an appropriate time
- 2) student's thesis was considered plagiarism
- 3) both grades (supervisor and reviewer) of the thesis are inadequate
- 4) final grade for the diploma thesis settled by the Dean (according to the mode described in the studies' regulations PWr par. 24 ust. 13b) is inadequate

Diploma student **immediately** after obtaining the assessment, he approves it in the electronic index.

- **until 9 July** the diploma student delivers to the dean's office a diploma thesis positively evaluated by the Promotor and the Reviewer (written opinion of both) along with a set of documents

(FORMALITIES OF DIPLOMAS) and an archive copy, in following hours: **9:00 till 13:00.**

- defense of diploma theses are planned between **15 – 19 July 2019.**

ATTENTION!!!

- It is not possible to extend the deadline for submission of the diploma thesis, the next possible defense deadline is set for September with the consent of the promoter and dean.
- Diploma thesis will be accepted for defense ONLY and only with a set of documents and with all grades entered and accepted by the student in the electronic index.
- Only those diploma students will be included in the defense schedule, who will hand over the thesis to the promotor by 21/06/2019 and submit it to the dean's office with the entire set of documents until 09/07/2019.

September defense:

- **until 26 June 2019** submitting applications for the transfer of the deadline for submission of diploma theses to September, along with the approval of the promoter.
- **until 9 September 2019** handing over the diploma thesis to the promoter in an electronic version.
- **until 12 September 2019** handing over the diploma thesis to the reviewer
- **17 September 2019** submitting diploma theses together with a set of documents to the Deanery
- Planned defence term, between: **23 – 27 September 2019**

ATTENTION DIPLOMA STUDENTS!!!

Only completed sets of documents will be accepted for defense

Formalities related to enrolling in the defense of the diploma thesis:

It must be submitted within the appropriate deadline:

- two copies of the diploma thesis (prepared in accordance with the requirements for diploma theses prepared at the Faculty of Architecture of the Wrocław University of Science and Technology).

1) copy for the Reviewer, which must be permanently fastened or stapled.

2) archive copy, which, due to the requirements of the Universities' Archive, cannot be stapled, stapled or bound; pierce the whole in two places and tie with a string or ribbon; double-sided printed text with a single space. All boards of the final design should be reduced to A3 and folded to A4. The individual pages are numbered with a pencil in the top right corner on the outside of the page starting from the cover with the university logo including boards

Only written pages are numbered.

Archive copy must be delivered in **folder** (to be received in Deanery) with the electronic version of the thesis (CD carrier – signed with: name, surname, defence year and study level I or II)

It is required to attach to both copies of the title page with the university logo:

To be downloaded from Faculties' website: www.arch.pwr.wroc.pl

- SETTLED STUDIES' CARD (to be received in Deanery)
- an anti-plagiarism report signed by the promoter
- Review with grade
- Promotor opinion with grade
- proof of the diploma payment - 60 PLN - payment to an individual account in CL Education
- 4 photographs (4.5 per 6.5 cm) once signed with pencil
- an application for a copy of the diploma in a foreign language (English and / or German – additional payment 40 PLN per copy and 2 photographs).

IMPORTANT: Application for a copy of the diploma in a foreign language may be submitted within 30 days from the date of defending the diploma thesis at the latest.

The same date also applies to submitting an application **for the supplement in English**

- settled library card
- student's statement about the independence of the thesis
- student's statement in 2 copies about the access to the diploma thesis
- **Carrier Office** - in connection with the Rector's of WrUSiT internal regulation no. 39/2012 each graduate is asked to submit a REGISTRATION FORM to participate in the study of the professional life of PWL graduates.

(registration and printout of this form from the website
www.biurokarier.pwr.wroc.pl)

When submitting the diploma thesis it must be implemented in the electronic index 210 ECTS at first-cycle studies and 90 ECTS at second-cycle studies

RECEIPT OF DIPLOMA

If necessary, it is possible to issue a certificate of completion of studies at the earliest 4 days

after all defense. Large boards with diploma work they are given to Promoters after defense.

The completed diploma can be picked up at the earliest one month after the defense.