**BA/MA Thesis and Seminars Step-by-step Instructions**

1) **Seminars (what do you need to do?)**

* Choose a supervisor within the first month of your final year of study, the sooner the better. A supervisor may be chosen from outside the institute in special circumstances.
* After you have chosen a supervisor, you must register your choice in the open registration that takes place in October.
* Attending the seminar of your chosen supervisor is MANDATORY, if you do not attend the seminar you will not get a passing grade.

A) First semester of the seminar you should complete and confirm (if the supervisor does not set their own requirements):

* title of the thesis
* abstract and the table of content
* bibliography

B) Second semester of the seminar should end with you issuing the whole thesis to the supervisor (!!!).

**Note that the second semester of your diploma seminar cannot be completed if you do not submit the final version of the thesis.**

2) **MA/BA thesis** **(official requirements and short guide how to write thesis):**

- please see attached guide

3) **Defense and final documents** **(what is needed to defense your thesis?):**

Degree candidate submitting a thesis must do the following **at least two weeks before thesis defense (!!!)**:

Ask Internationa Office to send a request required your Clearance Slip (Libraries, DS etc.)

Submit to the Institute of International Relations office:

* proof of payment for the diploma document at PLN 100, paid you’re your personal bank account given via USOSweb (request to put the payment into USOS should be made a few days earlier)
* thesis submitted in three copies, therein one double-sided copy and soft bounded (for the archive).
* Electronic version of thesis in PDF by email
* Information about the name of the thesis supervisor and proposed by him or her date of the defense and name of the reviewer,

Return your Student ID (ref. second degree students)

Before you will start thinking about submitting documents **PLEASE CHECK** if you
**passed all of the exams** and **paid all of the fees for program**. You will not be able to submit any of the documents before you will cope with those two things.

4) **Getting your diploma (what is needed to get the diploma?):**

**-**must have confirmation of completed defense delivered by thesis supervisor;

- current and up to date address if the diploma will not be retrieved physically.