

**Communication of the Head of the Faculty of Political Science and International Studies
UW of 15 June 2020 on
the procedure for submitting a diploma thesis and conducting remote diploma
examinations at the Faculty of Political Science and International Studies (update of 18
June 2020)**

Legal basis – [Ordinance No. 120 of the Rector of the University of Warsaw of 5 June 2020 on submitting a diploma thesis and conducting remote diploma examinations.](#)

- I. The following stages of submission of the thesis are defined:
 1. The thesis supervisor sends an application, via email to the appropriate student section, addressed to the head of the teaching unit (in accordance with the specimen attached – in the form or in the email) for the appointment of a commission to conduct a remote diploma examination for a given student.

After accepting the diploma thesis, the thesis supervisor grants a credit for the diploma seminar and enters the credit in the USOS system.
 2. An employee of the student section:
 - checks whether the topic of the thesis has been approved by the Teaching Council;
 - reviews the completion of the study programme by the student and checks whether they received a certificate of completion of studies;
 - asks the student for the selected version of the diploma (diploma in English/other foreign language) and, taking this into account, charges fees;
 - commissions the issuance of an e-clearance slip;
 - enters the required data into APD (in accordance with the instructions given);
 - notifies the student and the supervisor of the thesis about the possibility (or lack of possibility) of submitting the diploma thesis to APD and the composition of the examination board (based on the decision of the Head of the teaching unit).
 3. The student completes the information concerning the diploma thesis in the APD system, uploads the diploma thesis into the APD system in accordance with the instructions given, and approves the relevant declarations in the system.

NOTE – students who uploaded their diploma thesis to APD before 10 June 2020 should report to the student section the need to set the thesis status back to the first step, so that the declarations made by the student and the supervisor of the thesis can be approved – there is no need to withdraw and re-upload the thesis (UPDATE of 18 June 2020). It should be remembered that the declarations made in APD replace the ones previously found on the front pages of the thesis – these declarations are no longer included in the thesis.
 4. After the student has entered the data into APD, the thesis supervisor checks the entered data and submits the thesis for verification in the Unified Anti-Plagiarism System (in accordance with the instruction given). Subsequently, the thesis supervisor

approves the report from the Unified Anti-Plagiarism System and then approves the thesis and the declaration in APD.

In the case of suspected plagiarism, the the thesis supervisor informs the Head of the Faculty and sends the report from the Unified Anti-Plagiarism System with comments to the student section.

5. After the thesis supervisor approves the data included in APD, as well as the Unified Anti-Plagiarism System report and the thesis supervisor's declaration, the thesis is ready to be submitted for review.
6. Reviews must be entered and approved in the system at least three days before the diploma examination date. The lack of approved thesis reviews in the APD system means that it is not possible to conduct the diploma examination.
7. After the entry and approval of the review, the student section employee checks whether the thesis is ready for defence and performs their tasks in APD in accordance with the instructions. In the event of any problems that make it impossible to defend the thesis within the prescribed time limit, the student section employee shall immediately inform the student and the supervisor.

II. Diploma examination

The diploma examination in all faculties of studies administered by the Faculty of Political Science and International Studies is an oral examination conducted with the use of Google Meet application, in accordance with the rules set out in [Appendix 2 to Order No. 120 of the Rector of the University of Warsaw – "Technical conditions for the organisation of a remote diploma examination at the University of Warsaw"](#) and the instructions given with regard to the activities of the Chairman of the Committee and other members of the Committee.

Attachments – detailed instructions/templates:

1. Submission of the thesis to APD – instructions for the supervisor and reviewers
2. Request to appoint a committee for conducting a remote diploma examination
3. Submission of a thesis to APD – instruction for students
4. Template of the title page of the thesis
5. Report from a diploma examination in APD – instruction for the Heads of teaching units, chairmen and other members of diploma examination boards
6. Report from a diploma examination in APD – instruction for the Dean's Office employees
7. Preparation of the report, diploma thesis sheet and review for the student's file – instruction for the Dean's Office employees

Head of the teaching unit of the Faculty of
Political Science and International Studies

dr Justyna Godlewska-Szyrkowa