

**Communication from the Head of the Didactic Unit at the Faculty of
Political Science and International Studies of 6 May 2021 on the procedure
for submitting diploma theses and conducting remote diploma exams at the
Faculty of Political Science and International Studies**

Legal basis – ORDINANCE NO. 207 OF THE RECTOR OF THE UNIVERSITY OF WARSAW of 7 September 2020 amending Ordinance No. 120 of the Rector of the University of Warsaw of 5 June 2020 on submitting diploma theses and conducting remote diploma exams

I. The following stages of thesis submission are hereby defined:

1. The supervisor of the diploma thesis sends electronically to the student section of a given/relevant field of study an application addressed to the Head of the Didactic Unit (hereinafter referred to as the “HDU”) to appoint a committee to conduct a remote diploma exam for a given student (the application form being attached hereto). Having accepted the diploma thesis, its supervisor credits the thesis seminar and enters the credit into USOS.
2. A member of the student section staff:
 - verifies whether the topic of thesis has been approved by the Didactic Council;
 - audits the student for the completion of their degree programme curriculum, and verifies whether they received credit for all subjects included in the curriculum;
 - issues students enrolled in a.a. 2018/2019 or earlier with sets of documents confirming the completion of their degree programme, i.e. the diploma and the supplement thereto, as well as two copies of the diploma in Polish and two copies of the supplement in Polish. At the student's request, one copy of the diploma or one copy of the supplement thereto may be issued in a foreign language. Students enrolled in a.a. 2018/2019 or earlier are obliged to pay the fees for the issuance of the aforesaid documents. These fees are specified in the Regulation of the Minister of Science and Higher Education of 16 September 2016 on documenting the course of studies (Polish Journal of Laws, item 1554, as amended);
 - issues students enrolled in a.a. 2019/2020 or later with sets of documents confirming the completion of their degree programme, i.e. the diploma and the supplement thereto, as well as two copies of the diploma in Polish and two copies of the supplement in Polish. At the student's request, one copy of the diploma or one copy of the supplement thereto may be issued in a foreign language. The issuance of these sets of documents will be free of

charge for those who enrolled in a.a. 2019/2020 or later; however, the university will charge a fee for the issuance of an additional copy of the diploma or the supplement thereto in a foreign language in accordance with para. 36(1) (2) of the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Polish Journal of Laws, item 1861, as amended);

- orders an electronic clearance form to be completed;
- enters the required data into the Archive of Diploma Thesis (hereinafter referred to as “APD”) and USOS (according to the instructions attached);
- informs the student and thesis supervisor that the thesis may (or may not) be submitted in APD, and notifies them of persons sitting in the exam committee (pursuant to the application to appoint a committee to conduct a remote diploma exam, signed/approved by HDU).

3. The student fills in the details concerning the thesis in APD, uploads it to the Archive in line with the instructions attached, and agrees with the statements presented there. The statements agreed with in APD replace the statements previously placed on the second page of the thesis. These statements are therefore no longer included in the theses. The thesis should be submitted (uploaded to ADF) no later than 14 days before the scheduled diploma exam (UoW Study Regulations, para. 47(1)).

Remote defenses will be held until 31 July 2021.

Given the holiday period, defenses will not be held in August. Subsequently, defenses in academic year 2020/2021 will be held in September, up until and including 29 September 2021, in accordance with para. 48(2) of the UoW Study Regulations.

Having passed the diploma exam, each student will receive a certificate of graduation by e-mail (scan) and by post (to the address registered in USOS as the correspondence address).

As regards readmissions to the last stage of the degree programme in academic year 2020/2021 (within two years of receiving the certificate of completion):

- the deadline for readmission applications is 9 July 2021. The application must have attached to it a note by the thesis supervisor stating that they agree to have the student individually enrolled in their thesis seminar, and specifying the degree to which their thesis is completed as well as whether the diploma exam may be held by 29 September 2021 at the latest (UoW Study Regulations para. 48(2));

- applications for readmissions to the last stage of the degree programme (within two years of receiving the certificate of completion) received after the aforesaid deadline will be considered as readmissions for the subsequent academic year, i.e. 2021/2022; (it is essential that the readmission application is received by the Faculty within two years of the date on which the student was removed for not submitting the diploma thesis on time).
4. After the student enters the details into APD, the supervisor checks them and has the thesis examined in the Uniform Anti-Plagiarism System (hereinafter referred to as the “JSA”), doing so in line with the instructions attached. The supervisor then approves the JSA report, the thesis, and the statement in APD in that order. In cases of suspected plagiarism, the thesis supervisor informs the Head of Studies and send the JSA report with comments to the student section. Once the supervisor approves the details filled in APD, as well as the JSA report and the supervisor's statement, reviews may be entered in APD.
 5. The reviews must be entered into and approved in the system at least three days prior to the date of the diploma exam. The diploma exam may not be held if there are no approved reviews in APD.
 6. Once the review is entered and approved, a member of the student section staff verifies whether the thesis is ready for defense and follows the steps in USOS and APD in line with the instructions attached. If any problems arise which would prevent the defense from taking place on the scheduled date, the member of the student section staff will immediately inform the student and thesis supervisor.

II. Diploma exam

Diploma exams for all fields of study administered by the Faculty of Political Science and International Studies are oral exams held using Google Meet in line with the rules laid down in Appendix No. 2 to Regulation No. 120 of the Rector of the University of Warsaw – "Technical conditions for organising remote diploma exams at the University of Warsaw" and the instructions provided with regard to the activities to be performed by the chairperson and other members of the committee.

Annexes – Detailed instructions and templates:

1. Submission of diploma thesis in APD – Instructions for thesis supervisor and reviewers
2. Application to appoint a committee to conduct a remote diploma exam
3. Submission of diploma thesis in APD – Instructions for students
4. Model thesis title page
5. APD Diploma Exam Report – Instructions for Heads of Didactic Units, chairpersons and other members of exam committees
6. APD Diploma Exam Report – Instructions for the staff at the Dean's Office
7. Instructions for the staff at Dean's Offices on preparing reports, diploma thesis cards and reviews for the student's portfolio

Head of the Didactic Unit,
Faculty of Political Science and International Studies
dr hab. Maciej Raś