**A Graduate’s ABC for 2020/2021**

– What to do when you want to defend –

Graduating is a process consisting of number of actions – most of them have to be done by student so please read carefully and follow the instruction.

**Step 1.**

**Go to your USOS account. Click “student’s section” -> “grades”. What you see is your transcript**

Now check all your ECTS points, you should have collected between 300- 330 ECTS.

\*If you have less than 300 ECTS you cannot graduate – please write a request to the dean to repeat the last year to complete the missing requirements.

\*If you have over 330 ECTS points – please inform the office about this situation.

**Note:** Master’s thesis seminar is worth 5 ECTS per semester. It is very common for students to obtain a grade from the last semester of the course a little later (sometimes even after submitting their ready master’s thesis), so do not worry if you have for ex. 295 ECTS because you will still meet the requirement of 300 ECTS after the grade for Master’s thesis seminar is registered in USOS.

**Step 2.**

**Stay at your USOS profile and check if you meet all the requirements for obtaining an** ***Absolutorium***

(Note: without *Absolutorium* you cannot proceed with your defense. Obtaining it means a closure to your study program)

If you collected the accurate number of ECTS then you should check if you also have:

* Passed all **obligatory courses** (including Empirical Paper);
* At least **24 ECTS for elective** courses (linked to the 4th and/or 5th year only);
* At least **48 ECTS for specialization** courses;
* Between **12-40 ECTS points for OGUNS**, **5 ECTS** out of which should be from the domain of the humanities;
* Completed at least **35 ECTS of “academic” electives;**
* Completed at least **two semesters of a foreign language** course (60 hours per course). Any language other than your mothertongue OR the official language of the country of your citizenship is accepted;

- Achieved minimum level **B1** in a foreign language that is not English;

* Had **100 hours** of traineeship (non-obligatory for students who started studies in 2012/13 and later);
* Completed **4 semesters of PE** classes;
* Obtained **a grade from 4th semester of master’s thesis seminar** (seminarium magisterskie) – to get a grade you have to complete your thesis.

If you had met all the above requirements it means you have an *Absolutorium*. It is time then to check if the courses are linked to the stage and to deliver the program for check up.

If you wish that your supplement to the diploma contains additional information about your achievements, awards, internships, Erasmus or MOST stipends, obtaining a MENiS scholarship etc., you need now to write in usosweb a relevant request along with the exact content of additional information in Polish and English. All data must be certified in paper form (submitted in the student's personal file).

**Step 3.**

**Finalizing your specialization process**

In order to do so you should of course collect at least 48 ECTS for specialization courses. Then please **write a request** to the head of given specialization asking for a credit. The request must include names of thecourses, achieved grades and numbers of ETCS.

If you collected more than 48 ECTS from the specialization courses, you may include them too. If you collected 48 ECTS from different specialization paths it means you will be credited a “general specialization” after you write a request to the Vice-Dean for Student’s Affairs, dr hab. Kamilla Bargiel-Matusiewicz.

If you fulfilled all requirements from 2 specializations you should write 2 requests to the heads of both specializations.

**Whenever your request form is ready please send scan of it to the** office@wisp.uw.edu.pl*.*After checking your request we will deliver it to the head of your specialization to credit it.

**Step 4.**

**Prepare your Master’s thesis in the formal way**

Your master’s thesis should include some formal elements. Please check the WISP website (ACADEMICS -> Graduates ABC) <https://wisp.uw.edu.pl/academics/graduates-abc/>. Make sure you have the first few pages done EXACTLY in the way it is specified on the website. If you wish the office check your first 3 pages before you complete your thesis, just send the file to office@wisp.uw.edu.pl to verify.

This is the best moment for proofreading the thesis one last time to make sure there are no mistakes in there.

**Step 5.**

**Sending your Master’s thesis to your supervisor**

When your thesis is ready please send to your tutor a file with a final version of the thesis in PDF format. It should be the whole version of your thesis, from the title page til the last page, including bibliography and attachments. The tutor, after checking the file, will send it to the office. We do not require a paper version of your thesis, so you do not need to print it.

Please check in usos if your 4th semester of a master seminar course has been graded. If not, you need to ask your supervisor to put a grade in the usos protocol.

**Step 6.**

**Uploading your Master’s thesis to the APD (University of Warsaw Theses Archive)**

After the thesis is accepted by the office from the formal point of view, you will be asked to **log in to** **APD** <https://apd.uw.edu.pl/> and upload your thesis there (you log in in the same way as to your account in USOS). The file should be of course the final version of your thesis (the whole version with bibliography and attachments) in **PDF format**. The name of the file has to be: **2500-MGR-PS-yourpeselnumber.pdf**. If you are a foreigner and you do not have a PESEL number then please put your USOS login number there (the 007… number).

The APD form will also require filling the fields:

- “Title” just in Polish;

- “Key words” (they should reflect subject matter of your thesis) both in English and Polish;

- “Abstracts” (copy it directly from your thesis – 2nd & 3rd formal pages) both in English and Polish;

Before you upload your thesis, you will be asked by the system to approve the author's statement Then you need to continue the procedure as instructed.

**Step 7.**

**Informing the office about the exact date of your defense and confirming the availability of technical conditions required for the online defense**

As soon as both reviews (by your supervisor and reviewer) are registered in APD you need to inform the office, after discussing it with your supervisor, about the planned **date and hour of your defense**. The supervisor will fix the date with the reviewer. Please consider the fact that it is recommended that the defense should take place no earlier than a month after sending the final version of the thesis to your tutor(due to the documentation procedure), but in exceptional circumstances this period can be shortened.

Having the proposed date, the office will find a person who will be the head of the commission during your defense exam.

You will have to send to the office your **statement confirming readiness** to take part in the defense conducted online taking into account technical conditions, i.e:

- computer with the access to the internet,

- active account on the Google Suite platform (the defense will take place using Google Meet apps),

- a video camera connected to your computer,

- a microphone connected to your computer.

**Step 8.**

**Other formalities to do before the defense**

WISP Office will prepare a Student **clearance card** (obiegówka) in USOS and a few days before the defense you should log in there and answer the questions that are addressed to you.

WISP Office will prepare in usos a **payment for your diploma**, so please log in to the system (student’s section - payments) and pay 100 zł (60 zł for a diploma plus 40 zł for a copy in English). If you want to receive two copies of a diploma in English, please inform the office. In this case the fee will be 140 zł. All the payments must be registered in the system and paid no later than one week before the date of your defense.

**Step 9.**

**Formalities to do after the defense - returning a student ID and picking up a diploma**

Your diploma will be ready within 4 weeks after the defense. The information that the diploma is ready will be announced at your usosweb - student’s section - diplomas. Please make an appointment with the office to fix the date of **collecting the diploma**. If you can not come in person to pick up your diploma, you can authorise another person to make it. There are two ways of preparing such authorisation, either it is in advance written by you in the WISP office or it is prepared by a notary public. We do not send diplomas by post. Please contact the office if you need more details.

You need to **return your student ID** no later than on the day of receiving a diploma.

**If you have any questions or doubts, please don’t assume it’s nothing important: ASK!**

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In exceptional (!!!) cases, if you are late with your work on the thesis and you will not be able to defend your thesis by the end of September, you need to write a request to the Vice-Dean for Student’s Affairs, dr hab. Kamilla Bargiel-Matusiewicz in early September at the latest asking for a prolongation of defending your thesis until the end of the calendar year but it is upon a Vice-Dean’s decision to approve or reject the request.

In case you applied for resumption of studies please contact the WISP office (office@wisp.uw.edu.pl) because there are more steps to do preceding the procedure itself.