

A Graduate's ABC

– What to do when you want to defend –

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

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** (and at least 60 ECTS from the courses linked to the 5th year). 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)

Your programme requirements are determined by the year when started your studies at WISP. Students who transferred to WISP and started their studies in a higher year than the first year, will have to complete the programme requirements valid for the cohort of students on the year transferred into.

If you have met all 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.

The detailed programme requirements can be checked at the WISP website <https://wisp.uw.edu.pl/study-program/details/>.

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 collect at least 48 ECTS from specialization courses. Then you need **to write and send to the WISP office a request for crediting the specialization**. The request must include names of the courses (in the order as it is in your transcript of records), achieved grades numbers of ETCS and final GPA (arithmetic average). The template of the request is available on the WISP website at <https://wisp.uw.edu.pl/graduates-abc/>.

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. Such request should be sent to the WISP office.

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

Whenever your request form is ready please send a scan of it to the WISP office. Do not wait with it until the very last moment, because considering such request requires time and it can happen that a head of your specialization is out of office due to e.g. holidays.

The specialization is credited when a final grade (GPA from the specialization courses) is registered in usos.

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 three pages done EXACTLY in the way it is specified in a template. If you wish the office to check your first 3 pages before you complete your thesis, just send the file in pdf and word format 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 you need to 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 to 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 thesis file can be named in any way.

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

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 your master thesis is submitted to the office (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.

By default defenses take place stationary, but if for any justified reason it should take place online, your supervisor needs to send a specific request to the Vice-Dean for Student's Affairs, dr hab. Kamilla Bargiel-Matusiewicz. If there is a consent for a remote defense, you will have to deliver to the office a signed **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 slip** (obiegówka) in USOS and a few days before the defense you should log in to Usosweb – common section – clearance slips and answer the questions which are addressed to you.

In the payments FK section you will find a **payment for your diploma**. Please make a transfer of 100 PLN (60 PLN for a diploma plus 40 PLN 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 PLN. 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 signed by you in advance 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 your stationary defense or on the day of receiving a diploma (in case of online defenses).

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

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 are going to apply for **resumption of studies in order to defense** please contact the WISP office (office@wisp.uw.edu.pl) because there are more steps to do preceding the procedure itself.