

A Graduate's ABC

/updated on April, 2026/

– 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”.

There you will find all the courses you completed, listed in the order they appear on 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 Vice-Dean for Student’s Affairs 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 defence. Obtaining it means a closure to your study programme)

Your programme requirements are determined by the year when you 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 in the year transferred into.

The detailed programme requirements can be checked at the WISP website:

<https://wisp.uw.edu.pl/studyprogram/details/>.

Go to “**Student’s Section**” > “**Promotions**”. There you will see all your stages (years), the ECTS points completed for each stage, together with a summary of your course requirements: those already fulfilled and those you still need to complete.

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 programme 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, together with the relevant documents confirming your achievements, 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, number of ECTS and final, arithmetic GPA in case of Neuro, Business and Social Research specializations. In case of Psychotherapy specialization do not put the GPA in the request, because the weighted average will be counted by the WISP office. The templates of the requests are 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, prof.ucz. Such a 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 from the specialization 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 supervisor 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 the table of contents, bibliography and attachments. The tutor, after checking the file, will send it to the office.

Please note that **"submitting the thesis"** or **"the date of submission of the thesis"** refer to your **supervisor sending us the final, accepted version of the thesis** - not the student!

If you wish to defend in July – your thesis should be sent by the supervisor to the WISP office by **the beginning of July**.

If you wish to defend in September – the deadline is **the beginning of September**.

Please bear in mind that no defences are held in August due to academic staff holiday period.

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 by WISP Office 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 defence

Usually, the date of the defence is agreed jointly by the supervisor and the student. The supervisor will also fix the date with the reviewer. It is recommended that you remain in regular contact with your supervisor regarding the possible date of the defence. Once the date is agreed, please inform the office.

Please consider the fact that it is recommended that the defence should take place no earlier than **3-4 weeks** after the final version of the master thesis is submitted to the office by the supervisor (due to the documentation procedure), but in exceptional circumstances this period can be shortened. Please bear in mind that your thesis needs to remain in the APD system for the minimum of **2 weeks** and the 2 reviews should be made available to the student at least **5 days** before the planned defence date.

Having the proposed date, the office will find a person who will be the head of the commission during your defence exam. The WISP office confirms the **final date and hour** of your defence by email.

By default defences 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, prof.ucz. If there is a consent for a remote defence, you will have to send to WISP office a scan of a signed **statement confirming readiness to take part in the defence conducted online** taking into account technical conditions, i.e.: computer with the access to the internet, an active account on the Google Suite platform (the defence 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 defence

WISP Office will prepare a Student **clearance slip** (*obiegówka*) in USOS, you should log in to **USOSweb** > "**Common section**" > "**Clearance slips**" and answer the questions which are addressed to you.

Fee for the diploma for students who started studies in the academic year 2018/2019 or earlier:

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 defence.

The standard set of the diploma (1 original diploma and supplement, 1 copy in Polish and 1 copy in English) is free for students who started studies in the academic year 2019/2020 and later. If you wish to obtain another copy of the diploma and/or a supplement, you need to inform the office before the defence. Each additional copy costs 20 PLN.

Step 9.

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

You do not need to return your student ID after the defence, however please remember that it remains valid only until the day you **complete** your studies, which is the day of your diploma examination.

Your diploma will be ready within **4 weeks** after the defence. The information that the diploma is ready will be announced in USOSweb – **Student's Section** > **Diplomas**. Please make an appointment with the office to fix the date of **collecting the diploma**. If you cannot come in person to pick up your diploma, you can authorise another person to make it. It is highly recommended, however, that such an authorization is signed by you **in advance** at the WISP office. We do not send diplomas by post. Please contact the office if you need more details.

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 can request the Vice-Dean for Student's Affairs, dr hab. Kamilla Bargiel-Matusiewicz, prof.ucz for prolongation of defending your thesis **until the end of the calendar year** (please note that no further extensions beyond that date are possible).

This is upon a Vice-Dean's decision to approve or reject the request. Such a request should be submitted in USOSweb by the **first week of September at the latest**.

In such cases, the deadline for submitting the thesis approved by the supervisor to the WISP office is usually set as **the end of November**.

The master's thesis defence should then take place by the end of the calendar year; however, in practice, due to the holiday season, defences are usually scheduled before **18 December**.

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