

THE DIPLOMA PROCEDURE

STEP BY STEP



STEP 1: CHECK YOUR ECTS CREDITS

- Go to your USOSweb account:
- ***Student's Section > Grades:*** Completed courses
- ***Student's Section > Promotions:*** Check your ECTS credits
- **60 ECTS (or more)** linked to the 5th year
- **5 ECTS** from the last semester of master's thesis seminar may come later!
- **IN TOTAL: 300-330 ECTS** (all years)
- Less than **300 ECTS** – submit a request to the Vice-Dean to repeat the year
- More than **330 ECTS** – contact the WISP office and submit a request

STEP 2: CHECK IF YOU MEET ALL REQUIREMENTS FOR *ABSOLUTORIUM*

- **Absolutorium** = meeting all requirements and closure of your study programme. You cannot proceed with the defence without it!
- Check your programme requirements:
 - On the WISP website > STUDENTS > Detailed programme and requirements: <https://wisp.uw.edu.pl/study-program/details/>
 - At your USOSweb account > **Student's Section** > **Promotions** – a summary of fulfilled and missing course requirements.
- **Link** the courses and **deliver your programme for check-up**.
- **NOTE:** Even if you miss a grade from the last semester of the master's seminar, you can still deliver a programme for check-up!
- If you miss some requirements – file relevant requests asap.

STEP 2 (*cont.*): WHEN TO DELIVER MY PROGRAMME FOR CHECK-UP?

- As soon as possible - once you have all grades in USOSweb (including a specialization grade).
- Do not wait until September!
- **DEADLINES:**
 - ***By the end of June*** - if you plan to defend your thesis in ***July***
 - ***By the end of August*** - if you plan to defend your thesis in ***September***

STEP 2 (*cont.*): FINALIZE YOUR SPECIALIZATION PROCESS

- Once you have all grades from your specialization courses, send a scan of a **REQUEST FOR CREDITING SPECIALIZATION** to office@wisp.uw.edu.pl
- The template of the request: WISP website > **STUDENTS**> **Graduate's ABC** > **Forms**: <https://wisp.uw.edu.pl/graduates-abc/>
- You need at least **48 ECTS** from specialization courses.
- Address the request to the **head of specialization** (Psychotherapy, Neuropsychology, Business, Social Research) or to **the Vice-Dean for Student's Affairs** (General specialization – i.e. if you collected 48 ECTS from different specializations).
- Psychotherapy: do not include **GPA** in the request; other specializations: include an **arithmetic GPA** in the request.

STEP 3: PREPARE YOUR THESIS IN A FORMAL WAY

- Send the **first 3 pages** of the master's thesis to WISP office for verification as soon as possible.
- Strictly adhere to the **template!**
- The link to the template: <https://wisp.uw.edu.pl/graduates-abc/>
- **First 3 pages:**
 - The no "1" of the initial page remains **invisible**.
 - Initial pages, summaries and titles should fit exactly into 3 pages.
 - Include all the formal elements required in *par. 4 of the Resolution on detailed rules and regulations for the graduation procedure: 30-70* pages, fonts: Times New Roman, Arial (12 pt.), etc.
 - Include the table of contents!

STEP 4: SEND YOUR THESIS TO THE SUPERVISOR

- Once the first 3 pages have been verified by the office, send the ready master's thesis to the supervisor. They will then send it to the WISP office.
- **The submission of the thesis / the date of submission of the thesis** refer to the supervisor sending a final version of the accepted thesis to the WISP office (not the student!).
- Formal errors, e.g. on the first 3 pages, may delay the date of the submission of the final thesis version and your defence.
- **DEADLINES** for the submission of the final version of the thesis by the supervisor:
 - **3 July** – if you plan to defend your thesis in **July**
 - **4 September** - if you plan to defend your thesis in **September**
- No defences are held in August.

STEP 5: UPLOAD THESIS TO THE APD SYSTEM

- Once the thesis is accepted by the WISP office from the formal point of view, you will be asked to **log into** the APD system <https://apd.uw.edu.pl/> and follow the instructions.
- **Upload** the whole, final version of your thesis (accepted by the supervisor) with bibliography and attachments in PDF format.
- Fill in:
 - the title (in Polish),
 - key words (in English and Polish),
 - summaries (in English and Polish).
 - Approve the author's statement.

STEP 6: INFORM THE OFFICE ABOUT THE DATE OF YOUR DEFENCE

- The supervisor and the student agree on the date of the defence.
- The supervisor will also fix the date with the reviewer.
- Once the **proposed date and time** is agreed, please **inform** the office.
- The WISP office will confirm **the final date and time** of the defence by email.
- The defence should take place no earlier than **3-4 weeks** after the final version of the thesis is submitted by the supervisor to the office.
- The 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.

STEP 6 (cont.): THE DEFENCE EXAM

- Defences usually take place **stationary**.
- The course of the diploma exam:
https://wisp.uw.edu.pl/wp-content/uploads/sites/23/2024/11/Uchwala-RD2023_35_dyplomowanie-Psych_eng-wersja.pdf - **par. 7**
- + WISP Website > **Graduate's ABC** > *Defence exam and grading rules*
- With the consent of the Vice-Dean, the defence may take place **online** (the supervisor needs to submit a request).
- The student must send to WISP office a scan of the signed **statement** confirming **readiness** to take part in the **online defence**.
- The course of the online diploma exam: <https://wisp.uw.edu.pl/wp-content/uploads/sites/23/2022/03/The-rules-of-organizing-diploma-examinations-on-a-remote-basis.pdf>

STEP 7: OTHER FORMALITIES BEFORE THE DEFENCE

- The WISP office will prepare a **student clearance slip** for you.
Usosweb > Common section > Clearance slips.
- It must be approved by the relevant University or Faculty offices (e.g. financial department, the University of Warsaw Library).
- Answer questions addressed to you.
- Cover any outstanding payments (for failed electives, OGUN courses, additional copies of the diploma, etc.).
- The standard set of diploma (1 original in Polish, 1 copy in Polish, 1 copy in English and diploma supplements) is **free** for students who started in the academic year 2019/2020 or later.

STEP 8: FORMALITIES AFTER THE DEFENCE

- You do not need to return your student's ID.
- Your student ID is valid until the day you **complete** your studies, which is the day of your diploma examination (you lose your student status).
- 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 your diploma.
- You should collect the diploma **in person**.
- If someone else is to collect your diploma, you must sign an **authorization form** at the WISP office in advance.

EXTENSIONS

- In exceptional (!!!) cases, if you will not be able to defend your thesis by the end of September (on the condition that you fulfilled all the the requirements for *absolutorium*), you can request the Vice-Dean for **prolongation** of defending your thesis **until the end of the calendar year**.
- You must submit the request to the Vice-Dean (supported by your supervisor's opinion) in USOSweb **by 4 September**.
- 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 defences in such situations are usually scheduled **before 18 December**.

THANK YOU!

