

THESIS REGISTRATION PROCEDURE

Please remember that you are allowed to start the procedure of Master Degree final examination under the condition of having passed all the courses required in the curriculum within four semesters of the studies.

Please set a deadline for the Master Thesis exam with your supervisor. You can choose the date out from a few proposed during the session. It can be summer session (usually second half of June), or retake session (usually at the beginning of September, but in that case take into consideration that in summer your supervisor is usually on a holiday leave, so the time gained to your advantage is of June and may be the beginning of July only). Eventually, you can make it at winter session (usu. February).

You must start registering your Master Thesis **no later than 30 days** before the Masters' final date.

The supervisor is required, in due time – which is **no later than 30 days** before the scheduled date of the final exam, to submit the declaration of planned Master's exams, on the template printed from the APD system to the Dean's Office.

The Dean's office staff should enter all data into the USOS system **shortly** after receiving the declaration of the supervisor and its acceptance by the Dean.

The student is obliged to enter into the APD system **forthwith** after the introduction of data into the USOS system by Dean's Office staff, the following information:

- 1) the language of his/her Thesis;
- 2) the title of the Thesis in Polish, if the original language of the work is a foreign language (up to the limit of 300 characters);
- 3) the concise summary of work, in both Polish and in the original language respectively, if the Thesis is prepared in a language other than Polish – up to the limit of 4000 characters;
- 4) the key words in Polish and in the original language respectively, if the language of work is a foreign language – up to number of 1000 characters;
- 5) the electronic version of the Thesis prepared in the one form of PDF file. If the Thesis contains attachments, you should enter them into the APD system in the form of one additional APD packed annex (ZIP, RAR, 7Z, GZIP). The file name cannot contain accented characters.

To log in to the APD system enter the website <https://apd.uni.wroc.pl/> and press login in the top right corner. Use the same login and password you use for the USOS system.

After introducing the Thesis into the APD system by a student, no later than two weeks before the exam's date, supervisor put the Thesis through check-in by anti-plagiary system.

If the decision based on results from anti-plagiarism system is positive, and the Thesis is accepted by the supervisor, then the student should submit in the Dean's Office the following documents as soon as possible:

a) one copy of the Thesis including **the Statement of Copyrights with your original signature**, with attachments (printed on both sides of the paper from the APD system with control numbers of pages assigned by the APD system, with print characters of no more than 12, with line spacing - interline of no more than 1.5), framed in a thin cardboard with a paper, brick red spine: called PANTONE 166 100 %; This colour can be achieved through combination of tints

- RGB - R(217) G(89) B(0)
- CMYK - C(0) M(74) Y(100) K (0)
- WEB - #FF6633



- The colour sample

The order of pages is following:

- Title page (as in template attached on this page)
- One page left blank
- Statement of Copyrights (as in template attached on the webpage) - **to be signed after printing!**
- One page left blank
- List of contents
- Abstract with keywords (in English and Polish),
- All following pages subsequently one after another.

In due time of seven days after approval by the supervisor both supervisor and reviewer fill in the review form in the APD system.

No later than 5 days before the exam date the Deans' Office employee checks if:

- a) The thesis and other data have been uploaded correctly in the APD system
- b) If the thesis was accepted by its supervisor
- c) If the copy of the anti-plagiarism system was added to the papers by the supervisor,
- d) Are the control numbers of pages provided by APD system the same as paper version page numbers.

The record form for the Master exam is printed.

In order to receive a diploma, the student must return the ID student card! You have to submit the following documents:

1. Discharge card (*Karta Obiegowa* (Discharge Card) – template attached to be printed and the stamps confirming discharging collected accordingly)
2. 5 black & white photographs of dimension 4.5 x 6.5 cm (including a picture for the Diploma in English)
3. Prove that the payment of 20 PLN was done for diploma in English (on individual account shown in USOS); plus 20 PLN for additional copy of a supplement to it.

4. Supplement includes: certificate of achievement and documents evidencing academic achievements during the study: (domestic and foreign scholarships, Erasmus exchange; publications, participation in scientific circles, the organization of scientific conferences, sport achievements)