

THESIS REGISTRATION PROCEDURE

Please set a deadline for the thesis defense with your promoter. You can decide on a proper date.

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

The promoter is required, **no later than 30 days** before the scheduled date of the final exam, to submit in the Dean's Office the personally signed declaration of planned defenses, on the template printed from the APD system.

The Dean's office staff, **within 3 days** after receiving the declaration of the promoter referred to Master Thesis defenses, should enter all data into the USOS system.

The student **within 3 days** after the introduction of data into the USOS system by Dean's Office staff, is obliged to enter into the APD system following information:

- 1) the name of the language in which the original thesis was elaborated;
- 2) the title of the thesis in Polish, if the original language of the work is a foreign language - the maximum limit of 300 characters;
- 3) the concise summaries of work, in Polish and in the original language respectively, if the thesis is prepared in a language other than Polish - the maximum 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 - the maximum 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.

Then the student, no later than 14 days before the scheduled date of the final exam, after the approval of thesis by the promoter in the APD system, should submit in the Dean's Office:

- a) one copy of the thesis with attachments (print on both sides 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, purple spine,
- b) one copy in electronic version on CD (the CD in a white envelope, signed with your name) in two formats:
 - TXT with UTF8 encoding - for plagiarism system
 - PDF format.

The student should submit the thesis and the statement of copyright of Master's thesis signed and indelibly bound with the printed thesis. You may find the declaration of copyright of Master's thesis in the attachment.

Please remember that the condition for accession to the defense is to credit for all semesters and to submit the index and the examination card before the scheduled thesis defense.

In order to receive a diploma, the student must return the index card obligations and ID student card!

You have to submit:

1. Thesis declaration form
2. Statement of copyright of Master's thesis
3. Declaration on the permission to access the thesis
4. 5 black & white photographs of dimension 4.5 x 6.5 cm (including a picture for the Diploma in English)
5. Certificate of achievement and documents evidencing academic achievements during the study: (domestic and foreign scholarships, publications, participation in scientific circles, the organization of scientific conferences, sport achievements)

You can find the relevant documents attached below:

1. Thesis declaration form (doc)
2. Statement of copyright of Master's thesis (doc)
3. Declaration on the permission to access the thesis (doc)