

Procedure for students regarding defense documentation








I. THE ARCHIVE OF DIPLOMA THESES (APD)

- 1) Log in to your APD account (<https://usosapd.ue.katowice.pl>)
 - The login and password are the same as for USOSweb
- 2) Select the **MY APD** tab
- 3) Choose the DIPLOMA THESES or MY TASKS window
- 4) Choose: **ENTER THE TITLE OF YOUR THESIS AGREED WITH YOUR THESIS SUPERVISOR**

STEP 1:

Thesis information tab

- Fill in the all fields **only in English** (TITLE – the final topic of the thesis agreed upon with the supervisor, ABSTRACT and KEYWORDS)

| Thesis information | | Files | Anti-plagiarism | Reviewers | Reviews | Changes history |
|-------------------------|---|-------|-----------------|-----------|---------|---|
| Language of the thesis: | English [EN] | | | | | |
| Title: |  Title in English | | | | | |
| |  Title in English | | | | | |
| Author: | <input type="text"/> | | | | |  |
| Dissertation advisor: | <input type="text"/> | | | | | |
| Organizational unit: | University of Economics in Katowice | | | | | |
| Abstract: |  Abstract in English | | | | | |
| |  Abstract in English | | | | | |
| Keywords: |  Keywords in English | | | | | |
| |  Keywords in English | | | | | |

- Choose SAVE THESIS INFORMATION
- At the bottom of the website, APPROVE the author statement of independently writing the thesis

STEP 2:

Files tab


- Choose the ADD FILES option and upload your thesis and any possible attachments:
 - Type: Thesis (max 20MB; format: **pdf**)
Other (attachments; upload 1 file; max 50MB; format: **zip, tgz**)
 - After uploading the file, the system will automatically change its name to the correct one.
- At the bottom of the website, choose ADD TO SET
- At the top of the website, choose RETURN TO THESIS
- Select option FORWARD TO THE APPROVAL OF THE SUPERVISOR

NOTE:

After the thesis supervisor approves the thesis in the APD, the student sends to the dean's office coordinator an email stating: "My thesis is officially approved by the thesis supervisor in the APD system".

II. REQUIRED DOCUMENTS

1) CLEARANCE SLIP

- Before the planned defense of the diploma thesis, the clearance slip must be filled out in the USOSweb system (COMMON SECTION tab -> CLEARANCE SLIPS window).
- Note: Additional information is available for some questions. The content becomes visible when you hover over the icon .
- All additional information for the supplement must be confirmed with the relevant certificate and submitted to the dean's office (by email or in person) within 4 days of informing the dean's office that the thesis has been accepted by the thesis supervisor in the APD. Certificates should be stamped by university organizations.

2) INTERNSHIP REPORT – applicable only for students of the INTERNATIONAL BUSINESS program

- Requirements: https://www.ue.katowice.pl/fileadmin/user_upload/jednostki/studia-en/international-business/Internship_report.pdf
- The report signed by the student and the company should be submitted to the dean's office (by email or in person).

III. DATE OF DISSERTATION DEFENSE

- The date, time and place of the diploma examination are communicated to the student by the thesis supervisor and will be also available in the APD in the DEFENCE tab.

IV. FORMALITIES

- Before the planned defense, the student is OBLIGATED to verify the accuracy of their personal data from their ID card or passport with the data in the USOSWeb system (especially first name, middle name, family name, date and place of birth).
- A final dissertation should be submitted in the APD system with all the required documents, checked and reviewed by the supervisor and reviewed by a reviewer by the following deadline:

| | |
|----------------------|---|
| 1 st term | <ul style="list-style-type: none">• by January 31 – for studies ending in the winter semester,• by June 30 – for studies ending in the summer semester. |
| 2 nd term | <ul style="list-style-type: none">• by March 31 – for studies ending in the winter semester,• by September 30 – for studies ending in the summer semester. |

- At the justified request of a student, the Dean may reinstate the deadlines for submission of a dissertation.
- If a final dissertation is not submitted by the second deadline, the Dean removes a student from the student register.
- The thesis defense examination is conducted orally before the Examination Board appointed by the Dean. The Chairman of the Examination Board may verify the identity of students (based on an ID card or passport).
- During the thesis defense examination, the student receives three questions related to the thesis.
- After the thesis defense examination, the student receives a certificate of completion of studies.
- Within 30 days from the completion of studies, the University issues the graduate diploma along with its supplement and two copies.
- After 30 days from the defense, the graduate collects the diploma from the Defense and Alumni Services Department.
- It is necessary to present an ID card or passport when collecting the diploma.
- The graduate may submit a request for a duplicate diploma with a supplement in a foreign language issued free of charge instead of one copy of the diploma and supplement in Polish. **The final deadline for submitting**

the application is the day of the defense. Submitting the application after the defense day requires a fee of 40 PLN (20 PLN for the diploma, 20 PLN for the supplement, the fee is paid to the individual account of the student-graduate within 2 weeks from the date of submission of the application). The application should be submitted to the department of Defence and Alumni Services Department.