**Procedure on submitting diploma theses and applying for diploma examinations on-line
(in the period of suspension of classes in connection with the introduction of the state of
epidemic in Poland) – for students.
Faculty of Architecture, Poznan University of Technology**

Submitting diploma theses and applying for diploma examinations

1. The student checks if all the credits awarded for the achievement of learning outcomes have been entered into the eStudent system.

2. The student uploads the final version of diploma thesis, prints it out and signs the declaration of authorship. Uploading the thesis to the system and printing out the aforementioned declaration have to be carried out before the final thesis submission date prescribed in the Regulations of Studies in force. Any changes to the thesis followed by reuploading and passing it through Uniform Anti-plagiarism System (UAS), must be made within the timeframe.

3. The thesis uploaded by the student is automatically directed to the UAS, where it is analyzed. After generating a report by the UAS, the supervisor is informed about it via email.

4. In the process of analyzing the report, the supervisor decides one of the following:
   1. To approve the thesis when the report's analysis does not raise any concerns, according to Ordinance No. 20 of the Rector of Poznan University of Technology of April 21, 2020 on the compulsory verification of written diploma theses with the use of Uniform Anti-plagiarism System**.**
   2. To reject the thesis when the report's analysis indicates the need to apply changes to the thesis. In such a case, the candidate for a degree is informed about the need to apply the changes by the supervisor, applies the relevant changes and after consultation with the supervisor, returns to point 2. The candidate for a degree is allowed to apply changes to the thesis' files no more than twice.
   3. To reject the thesis when the report's analysis provide a reasonable basis to state that the thesis is an act of plagiarism. In such a case, the thesis supervisor reports it to the Rector in order to conduct a preliminary investigation. If the thesis is recognized as plagiarism, the Rector directs the case to be viewed by the Disciplinary Board and reports the committed crime to relevant legal authorities according to Ordinance No. 20 of the Rector of Poznan University of Technology of April 21, 2020 on compulsory verification of written diploma theses with the use of Uniform Anti-plagiarism System.

5. In the case a diploma thesis is legally subject to confidentiality, the supervisor is obligated individually to establish the authenticity of the thesis and make the decision referred to in point 4.

6. Having accepted the thesis, the Vice Dean for students affairs determine the date of the diploma examination within the regulatory deadline of 3 months after the thesis has been submitted, or 1 month in case of postponing the submission deadline, and determine the members of the Diploma Examination Committee.

7. Notifying everyone and summoning the Student to provide documents - the time for delivery should ensure that the documents can be reached at least 5 days before the planned date of defence.

8. The candidate for a degree completes the following documents and sends the documents to a relevant dean's office by a postal service:
   1. a soft cover version of diploma thesis, printed double-sided with a self-signed scan of the thesis title card. The scan should be obtained from a relevant department's staff member responsible for card distribution,
   2. a signed declaration of authorship,
   3. additional information regarding achievements during the studies to be added to the diploma supplement written in Polish and English, if the student applies for the English copy of the diploma. Attaching scans and copies of the original documents confirming the achievements is acceptable,
   4. optional application to receive the English version of the diploma,
   5. abridged copy of marriage certificate or other document confirming adopting a new surname during the study period,

6. proof of payment with reference to receiving the graduation diploma, the bank account number appears in the eStudent system.

9. Clearance slip is confirmed by a dean's office staff, who check via phone or e-mail whether the student has any overdue payments or fees at the University library and dormitory. The above does not exempt the student from settling liabilities to the mentioned subjects. The lack of confirmation will equal to the failure to meet all the conditions required for admission to the diploma examination. Only after having obtained a confirmation of completed clearance slip, the Dean allows to organize the diploma examination.

10. A full set of documents containing the items mentioned above must be submitted at least 5 business days before the arranged date of diploma exam.