



Diploma Defence

Detailed information
is available in:

BA/MA thesis defence
procedure at the Faculty
of Management,
University of Lodz



Before the defence: FOR STUDENTS

Activities performed by the student

Activities performed by the dean's office

Activities performed by the supervisor/commission members

Before the defence: FOR STUDENTS



Thesis title(USOS / APD)

The dean's office enters the title of the thesis approved by Faculty Board into the USOS/APD

Verification of thesis title in APD

Please check the thesis title with the title in APD. Titles cannot be different!

Before the defence: FOR STUDENTS



Verification of thesis title in APD

If the titles are different...

Change the title on the first page of the thesis to be compatible with APD

or

Report the need of changing the title in the APD to your supervisor
The supervisor reports a minor change in the thesis title or new title will be approved by the Faculty Board

Before the defence: FOR STUDENTS



Verification of thesis title in APD

The title is correct...

Step 1. in APD:
Remember about the keywords and abstract!

Approve the statement of an independent thesis writing

Step 2. in APD:
Upload the file with your thesis

Upload statement of consent for sharing/not sharing the thesis (type of file „other” - **appendix no 8**)

If the supervisor decides, the exam will be conducted in remote form, send a statement concerning the form of the remote exam: „from home” or „from the faculty building” to your supervisor (by edu.uni.lodz.pl email) - **appendix no 7**

Before the defence: FOR STUDENTS



Delivery of documents

After accepting the thesis by the supervisor (thesis forwarded to step 4 in the APD) please deliver documents to the dean's office **within 7 days**

How?

You can send it by edu.uni.lodz.pl email

MANDATORY:

- application for copies of the diploma - **appendix no 5**
- confirmation of the diploma fee - **only for students who have started their studies in 2018/2019 academic year and earlier; students who have started studies in 2019/2020 and later do not pay for diploma**

OPTIONAL:

- application for additional achievements in the supplement
- application for an additional copy of the diploma and the supplement – **appendix no 6**
 - confirmation of additional fees (20 zł per additional copy)

PLEASE NOTE: You do not need to deliver the paper version of the thesis to the dean's office

Before the defence: FOR STUDENTS



Setting the date of defence

The date of the defence will be set up by the supervisor in agreement with the dean's office

The supervisor will inform you about the date of defence

If you do not receive this information within one week after accepting the thesis (thesis forwarded to step 4 in the APD) - please contact your supervisor!

Before the defence: FOR STUDENTS



DO NOT FORGET!

Remember to
prepare for answering
your exam questions!





During the defence: FOR STUDENTS



During the defence: FOR STUDENTS

During the defence

If the defence is remote regardless of whether you approach it "from home" or "from the faculty building"

The head of the commission will verify your identity

Be prepared to share the video view (from the room or your screen) during the defence

If the connection is interrupted, try to restore it immediately

Answer the questions!



After the defence: FOR STUDENTS

After the defence: FOR STUDENTS



Clearance Slip

Before collecting the diploma...

...fill in
the Clearance Slip,
which you can find in
the USOSweb

Check if you you are
settled with the UŁ
Library

All boxes must
be completed!

After the defence: FOR STUDENTS



Collecting the diploma

Personally

You will collect the diploma in the Diploma Section room 13

We can send the diploma by post

You will receive the information concerning dispatch and fees in the Diploma Section, by sending an inquiry to beata.lukaszewska@uni.lodz.pl