

The sequence of actions - submitting the diploma paper to the Dean's Office and setting the date for the diploma examination:

(1) **The STUDENT** (at least a few days before the planned date of submission of the thesis to the Dean's Office - the number of days should be established with the promoter) submits the final electronic version of the thesis to the promoter (e.g. on a CD or other carrier agreed upon with the promoter),

(2) **PROMOTOR**, based on his/her privileges in JSA, registers the order to examine the given work together with the required metric, adds the work and launches the examination. Verification of a work in JSA is executed within the deadline indicated in the system documentation, i.e. up to 24 hours from launching the examination. After the study is completed, JSA returns the study report to the promoter

(3) **PROMOTOR** analyzes the report for percent probability size (PRP) and contacts the dissertation - is the dissertation accepted:

- if NO - required correction of the thesis (a maximum of 3 examinations can be performed for one thesis) or referral to the university's student disciplinary committee to investigate borrowing or manipulation found by the promoter (according to the SGGW anti-plagiarism regulations of 7th January 2019).

- if YES - promoter or diploma student submits to the Dean's Office a report printed and signed by the promoter together with an electronic version of the diploma thesis (on an electronic carrier that remains in the student's file). The electronic version of the thesis submitted to the dean's office must be identical to the version examined in the JSA system to which the report pertains.

(4) After providing the Dean's Office with a report signed by the Supervisor, the STUDENT submits the diploma dissertation to the Dean's Office and a date is set for the diploma examination (the report, the dissertation and other required documents may be submitted simultaneously).

DISSERTATIONS FOR WHICH AN ANTI-PLAGIARISM REPORT (FROM THE UNIFORM ANTI-PLAGIARISM SYSTEM "JSA") SIGNED BY THE DISSERTATION'S SUPERVISOR HAS NOT BEEN SUBMITTED TO THE DEAN'S OFFICE, CANNOT BE ACCEPTED BY AN EMPLOYEE OF THE DEAN'S OFFICE.

Before taking the diploma examination, after submitting the Anti-plagiarism report (steps above), at least 5 days before the scheduled defense date must be submitted to the Dean's Office:

1. DIPLOMA DISSERTATION - template attached ([appendix 1](#)), ([appendix 2](#)):

- 3 copies printed on both sides (2 copies for the Dean's Office, 1 copy of the thesis for the Reviewer) in accordance with Regulation No. 100 of the Rector of the Warsaw University of Life Sciences dated 22 September 2021. - **ATTENTION** - there is a new pattern of covers for diploma theses - color scheme and pattern (in accordance with Decree No. 16 of the Rector of Warsaw University of Life Sciences of 5 February 2021 on introducing Visual Identification Book 2 - description and rules of applying the visual identification sign of Warsaw University of Life Sciences). permanent binding* specimens in the appendices: engineering thesis ([appendix 3](#)), master thesis ([appendix 4](#)). - Each printed copy of the thesis must be accompanied by a CD (The paper copy of the thesis should also be saved on an electronic carrier in the form of a single PDF file and submitted to the Dean's Office. The author of the thesis is responsible for the content of the electronic carrier).

The size of the PDF file containing the thesis cannot exceed 20 MB.

Discs - not packages - should be signed (name, surname, album number, faculty, type of work, topic, supervisor) and placed in a PAPER PACKAGE at the end of the thesis, on the inside of the cover - an example of a description is attached ([appendix 5](#)).

2. APPLICATION FOR ADMISSION TO THE DIPLOMA EXAMINATION ([appendix 6](#))

3. EXTRACT FROM THE ID CARD ([appendix 7](#)) - the student should present the ID card at the Dean's Office;

4. STATEMENT OF PARTICIPATION IN ADDITIONAL ACTIVITIES ([appendix 8](#));

5. APPLICATION FOR A DIPLOMA IN ENGLISH ([appendix 9](#))

6. A STATEMENT CONCERNING PROCESSING OF PERSONAL DATA

(printed from ehms - My Data - Personal Data Processing tab);

7. APPLICATION FOR A DIPLOMA OF COMPLETION OF STUDIES ([appendix 10](#));

8. PAYMENT FOR THE DIPLOMA

according to circular letter no. 5/2018 dated 28/11/2018

- for an additional copy of a diploma supplement in a foreign language PLN 20; - for an additional copy of a diploma supplement in a foreign language PLN 20;

- payment for the documents should be made to the student's individual account (ehms)

PLEASE DO NOT TRANSFER MONEY BEFORE CREATING A NOTE IN EHMS.

* A permanent binding is a binding that permanently binds the pages of the thesis, but it should not be banded or use plastic slides (usually too loose) for the spines. Permanent binding is preferably glued pages or pages connected by a metal clamping strip that prevents the pages from slipping out. The cover of the work should be more rigid than the inside, giving stability for the work to be placed on a shelf, but thin enough to be printed with most standard printers. The paper weight for thesis covers is at least 300 g/m².