

A Graduate's ABC

– What to do when you want to defend –

1. You should have absolutorium:

- Passed all obligatory courses (including Empirical Paper)
- Passed language exam at minimum B2 level (additionally, B2+ level will be required from students who started studies in 2012/13 and later)
- 21-40 ECTS points from OGUNS
- Minimum 48 ECTS points from specialization courses
 - If you have 48 ECTS (or more) from one specialization, you need to write a request to the head of given specialization asking for a credit. The request must include a table which should have 4 columns: position, name of the course, grade achieved and number of ECTS. The request must concern courses worth at least 48 ECTS, but if you have completed more ECTS from that specialization, you may include them, too. When you prepare the request, bring it to the office. It should look more or less like that:

Warsaw, <date>

<YOUR NAME AND SURNAME>
Warsaw International Studies in Psychology
Year of study: 5th year

<title/degree, name of the head of
your specialization>
Head of <name of specialization>
specialization

REQUEST

I courteously ask for crediting the <name of specialization> specialization, having completed following courses:

No.	Course title	Grade	ECTS
1.			
2.			
3.			
		total	<sum>

<YOUR SIGNATURE>

- If you don't have enough points from one specialization, you have to write a request to the dean and ask for crediting a "general specialization" – the courses worth at least 48 ECTS must be presented in a form of a table like described above.

- If you have 2 specializations (you fulfilled all requirements from both specializations) you have to write requests to heads of both specializations like in the example above. However, you defend only once, as you write only one thesis.
 - At least 300 ECTS points in total linked to program and any of the semesters during your studies (but not more than 330, because that's the limit and there are additional payments for the 331st and every next point).
 - Passed 100 hours of traineeship (non-obligatory for students who started studies in 2012/13 and later).
 - Completed PE classes.
2. You need to have a grade from master's thesis seminar (seminarium magisterskie) – it's a grade given to complete the last (4th) semester of the master's thesis seminar; you have to finish your thesis to get this grade.
 3. Check all your ECTS points
 - USOSweb – check the transcript and count the points for all the requirements mentioned above. You can print out this transcript yourself from USOSweb (student's section → marks).
 - If you have less than 300 ECTS points or any of the requirements is not met– write a request to the dean to repeat the last year to complete the missing requirements.
 - If you have over 330 ECTS points – there is an additional payment for each additional point (according to the binding additional payments table for each year – you can find it on the WISP website: student's life → tuition...).
 4. If you know you will not defend your thesis by the end of September: write a request to the dean in September asking for a prolongation of defending your thesis until the end of the calendar year. Make sure to deliver your thesis to the office by mid of November in this case!!! The thesis needs to be delivered to the office a month before the defence exam.
 5. Setting up the DEFENCE DATE:
Inform the office about a preliminary date and hour of the defence exam considering that **the defence can take place no earlier than a month after delivering the final version of the thesis to the office** due to anti-plagiarism and documentation procedures . You should ask your tutor to discuss the date and hour with the reviewer and give it to you. You should deliver this information to the office together with your thesis. The office will find a person who will be the head of the defence commission during your defence exam.
 6. WHEN YOU SUBMIT YOUR THESIS, hand in:
 - MASTER THESIS – check the WISP website (academics → yearly paper and Master thesis) : <http://www.psychology.pl/en/home/page/academics/57>
Make sure you have the first few pages done EXACTLY the way it is specified on the website, you will also find there a guide with helpful hints.

Bring:

a/ One hardbound, double-sided copy (for archive)

b/ A CD signed "Master Thesis" with your full name and surname, index book number, packed in paper envelope (not cd case) and, last, but not the least, containing 4 files:

- abstract of the Master thesis + keywords in English and in Polish (Word format) – just copy and paste what you have in first pages of your thesis;
- title of the thesis in English and Polish without quotation marks or a full stop at the end (Word format) – again use what you have in your first pages;
- entire version **identical** to the printed hardbound copy (Word format), but **without bibliography and attachments**. The file name should be the title of the thesis;
- entire version **identical** to the printed hardbound copy (PDF format). The file name should be: 2500-MGR-PS-peselnumber.pdf. If you are a foreigner and have a 007... login to USOS, please use this 007 number instead of the PESEL number. This way USOS will be able to match you and your thesis.

c/ Student clearance card (obiegówka) – it is done in USOSweb, you will be asked to answer few questions, so does Faculty administration – to confirm that you have returned all resources (eg. books from library) or paid all due payments.

d/ 6 photos (4.5x6.5cm) – signed on the back side; check the size before bringing photos to the office; photographers from abroad might not be familiar with these photos, but photographers in Poland will know how a photo should look like if you tell them that it's for the diploma.

e/ Proof of payment for the diploma: 100,00 PLN total (60,00 PLN for the diploma plus 40,00 PLN for an additional copy of a diploma in English; If you want to have two copies of diploma in English – please inform the office while delivering master thesis. For this second copy you will have to pay 40 PLN fee.) – payment should be effected via USOS student's personal account number (in USOS: student's section → payments →academic bank accounts)

f/ Return student ID, but not later than on the day of the defence exam

g/ If you have it: index book with all signatures and among them a signature from Master's seminar and signature from specialization

i/ Request for crediting chosen specialization (see the first page of this guide for details)

- inform about preliminary date of the defence exam – set with the tutor and the reviewer – see point 5 of this instruction.

If you have any questions or doubts, don't assume it's nothing important: ASK!