

A Graduate's ABC

– What to do when you want to defend –

Graduating is a process consisting of number of actions – most of them have to be done by student so please read carefully and follow the instruction.

Step 1.

Go to your USOS account. Click “student section” -> “marks”. What you see is your transcript.

Now check all your ECTS points, you should have collected between 300- 330 ECTS.

*If you have less than 300 ECTS you cannot graduate – please write a request to the dean to repeat the last year to complete the missing requirements.

*If you have over 330 ECTS points – you will have to make a payment for the additional points before graduating (see http://www.wisp.uw.edu.pl/images/tinybrowser/files/additional_payments_201819.pdf).

Note: Master's thesis seminar is worth 10 ECTS per year. It is very common for students to obtain a grade from the course a little later (sometimes even after submitting their ready master's thesis) so do not worry if you have for ex. 290 because you will still meet the requirement of 300 ECTS after the grade for Master's thesis seminar is registered in USOS.

Step 2.

Stay at your USOS profile and check if you met all the requirements for obtaining an *Absolutorium*.

(Note: without *Absolutorium* you cannot proceed with your defense. Obtaining it means a closure to your study program)

If you collected the accurate number of ECTS then you should check if you also have:

- Passed all obligatory courses (including Empirical Paper)
- At least 24 ECTS for elective courses (linked to the 4th and/or 5th year only)
- At least 48 ECTS for specialization courses
- Between 21-40 ECTS points for OGUNS
- Completed 8 elective baskets
- Passed foreign language exam at minimum B2 level (additionally for English native speakers the exam must be at B2+ level obviously from language other than English)
- Had 100 hours of traineeship (non-obligatory for students who started studies in 2012/13 and later).
- Completed 4 semesters of PE classes
- Obtained a grade from master's thesis seminar (seminarium magisterskie) – to get a grade you have to complete your thesis.

If you had met all the above requirements it means you have an *Absolutorium*.

Step 3.

Finalizing your specialization process.

In order to do so you should of course collect at least 48 ECTS for specialization courses. Then please **write a request** to the head of given specialization asking for a credit. The request must include names of the courses, achieved grades and numbers of ECTS. We suggest it could look 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 collected more ECTS from the specialization courses, you may include them too. If you collected 48 ECTS from specialization courses but not only one specialization path it means you will be credited a “general specialization” after you write a request to the Vice-Dean for Student’s Affairs, dr hab. Andrzej Rynkiewicz, in that matter including the same elements as the one above.

If you fulfilled all requirements from 2 specializations you have to write 2 requests to the heads of both specializations.

Whenever your request form is ready please bring it to the WISP office.

Step 4.

Prepare your Master’s thesis in the formal way.

Your master’s thesis should include some formal elements. Please check the WISP website (“academics” -> “yearly paper and Master thesis”): <http://www.wisp.uw.edu.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 a guide with helpful hints. Also this is the best moment for proofreading the thesis one last time to make sure there are no mistakes in there.

Step 5.

Sending your Master’s thesis to the WISP office.

When it is ready please send the WISP office (alinden@psych.uw.edu.pl) a final version of the thesis (Word format) but without bibliography and attachments. The file name should be the title of the thesis. This file will be uploaded to the antiplagiarism program and sent together with the report (from the program) to your tutor for an approval.

Step 6.

Sending your Master’s thesis to the APD (University of Warsaw Theses Archive).

After the tutor’s approval you will be asked to **log in to APD** and upload your thesis there (you login in the same way as to your account in USOS). The file should be of course the final version of your thesis in **PDF format**. The name of the file has

to be: **2500-MGR-PS-yourpeselnumber.pdf**. If you are a foreigner and you do not have a PESEL number then please put your USOS login number there (the 007... number).

The APD form will also require filling the fields:

- "Title" just in Polish;
- "Key words" (they should reflect subject matter of your thesis) both in English and Polish;
- "Abstract" (copy it directly from your thesis – the first formal pages) both in English and Polish;

Step 7.

Submitting the paper version of the thesis and other documents to the WISP office.

- a) **Print the final version of your thesis** - one hardbound, double-sided copy (for archive). Note: **It has to be signed** by you and your tutor. Please remember that there should be **one identical final version of your thesis** in all the formats you are submitting.
- b) Before coming to the office please talk to your tutor to set the date and hour of the defense (the tutor will also contact the reviewer). Please consider the fact that the defense 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). The office will find a person who will be the head of the commission during your defense exam.
- c) Visit a photographer studio in Poland and ask for making photos for your diploma (Polish: "Zdjęcie do dyplomu"). The size should be 4.5x6.5cm and you will need 6 copies of thereof.
- d) Whenever you have the preliminary date and hour and your photos and your Master's thesis printed please bring it to the WISP Office. In case you haven't done it earlier bring also your specialization request form (see Step. 3.)

Step 8.

Other formalities to do before the defense (about a week after submitting the paper version of the thesis) .

- a) The WISP Office will prepare Student clearance card (obiegówka) in USOS and before the defense you should log in there and answer the questions addressed to you.
- b) The WISP Office will prepare a payment to make in USOS for your diploma so log in to the system (USOS: student's section -> payments ->academic bank accounts) and please pay 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.)
- c) Return student ID not later than on the day of the defense exam.

The description of the defense exam can be found here: <http://www.psychology.pl/en/home/page/academics/57>

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

In exceptional (!!!) cases, if you are late with your work on the thesis and you will not be able to defend your thesis by the end of September, you need to write a request to the Vice-Dean for Student's Affairs, dr hab. Andrzej Rynkiewicz in September asking for a prolongation of defending your thesis until the end of the calendar year but it is upon Vice-Dean's decision to approve or reject the request.

Make sure to deliver your thesis to the office **by mid of November** in this case.

In case you applied for resumption of studies please contact the WISP office (alinden@psych.uw.edu.pl) because there are more steps to do preceding the procedure itself.