



A list of 10 steps that will prepare you for your diploma exam!

1. Thesis Identification Number

The student should contact the Dean's Office (by phone or email) to obtain the **Thesis Identification Number** (which should be placed on the first page of the thesis title).

2. Archive of Diploma Theses

After entering the thesis identification number on the first page, the student submits the thesis to the Archive of Diploma Theses (ADT) **with the Promoter's consent**.

<https://apd.usos.pw.edu.pl/administration/>

3. Applying for a diploma supplement

After uploading their thesis to ADT the student submits *Application on preparing diploma supplement* in USOSweb system.

4. Preparing the diploma supplement

The Dean's Office is preparing a draft version of the diploma supplement. As soon as the supplement is ready, the student will be notified via the USOSweb system and by email that the supplement is ready for review.

5. Acceptance of the diploma supplement

The student reviews the supplement and (if there are no errors) **accepts the final version**. The instructions for student acceptance of the supplement can be found in the USOSweb system in the "*Student's section*" – "*supplements*" tab.

6. Promoter's Opinion

The Promoter shall issue an opinion no later than **5 working days** after the thesis is submitted to the ADT.

7. Submission of the diploma thesis

A positive opinion from the Promoter (in the ADT system) means that the diploma thesis has been **considered submitted**.

8. Applying for admission to a diploma thesis exam

Once the thesis has been considered submitted, the student must immediately submit the *application for admission to a diploma thesis exam* in the USOSweb system.

9. Contact the Reviewer

No later than **3 days** before the start of the diploma exam, the student is required to contact the reviewer to discuss the diploma thesis.

10. Clearance slips

In USOSweb, in the *Commone Section - Clearance Slips* tab, the Your clearance slips will appear, which should have the status 'active' and 'accepted' (by libraries, the Dean's Office and the dormitory if the student used one).