

I. THESIS REGISTRATION PROCEDURE

Please remember that you are allowed to start the procedure of Master Degree final examination under the condition of having passed all the courses required in the curriculum within four semesters of the studies.

Please set a deadline for the Master Thesis exam with your supervisor. You can choose the date out from a few proposed during the session. It can be summer session (usually second half of June), or retake session (usually at the beginning of September, but in that case take into consideration that in summer your supervisor is usually on a holiday leave, so the time gained to your advantage is of June and may be the beginning of July only). Eventually, you can make it at winter session (usu. February).

You must register your Master Thesis **no later than 30 days** before the Masters' final date.

The supervisor is required, in due time – which is **no later than 30 days** before the scheduled date of the final exam, to submit the declaration of planned Master's exams, on the template printed from the APD system to the Dean's Office.

The Dean's office staff should enter all data into the USOS system **shortly** after receiving the declaration of the supervisor and its acceptance by the Deam.

The student is obliged to enter into the APD system **forthwith** after the introduction of data into the USOS system by Dean's Office staff, the FOLLOWING INFORMATION:

- 1) the language of his/her Thesis;
- 2) the title of the Thesis in Polish, if the original language of the work is a foreign language (up to the limit of 1000 characters);
- 3) the concise summary of work, in both Polish and in the original language respectively, if the Thesis is prepared in a language other than Polish – up to the limit of 4000 characters;
- 4) the key words in Polish and in the original language respectively, if the language of work is a foreign language – up to number of 1000 characters;
- 5) the electronic version of the Thesis prepared in the one form of PDF file. If the Thesis contains attachments, you should enter them into the APD system in the form of one additional APD packed annex (ZIP, RAR, 7Z, GZIP). The file name cannot contain accented characters.
- 6) Immediately after entering the above data, the student confirms in the APD system a declaration of authorship of the diploma thesis and the possibility of making the diploma thesis available for scientific, research and teaching purposes, which results in submitting an electronic confirmation equivalent to signing the declaration on copyrights.

To log in to the APD system enter the website <https://apd.uni.wroc.pl/> and press login in the top right corner. Use the same login and password you use for the USOS system.

After introducing the Thesis into the APD system by a student, no later than two weeks before the exam's date, supervisor put the Thesis through check-in by anti-plagiary system.

In due time of seven days after approval by the supervisor both supervisor and reviewer fill in the review form in the APD system.

No later than 5 days before the exam date the Deans' Office employee checks if:

- a) The thesis and other data have been uploaded correctly in the APD system
- b) If the thesis was accepted by its supervisor
- c) If the result of the anti-plagiary system was accepted by the supervisor,
- d) Are the control numbers of pages provided by APD system correct

Therefore the record form for the Master exam is printed.

II. The EDITORIAL REMARKS

The order of pages is following (numbering in the centre down the page):

1. **Title page** (as in template displayed on the website – follow strictly the font sizes) (page number 1 but the number not displayed)
 2. One page left blank
 3. **List of contents (page 3)**
 4. One page left blank
 5. **Abstract with keywords (in English and Polish) (page 5)**
 6. One page left blank
 7. **The beginning of the first chapter (page 7)**
- All following pages subsequently one after another.

Tab.1. Editorial remarks

| | | Chapter's titles | Subchapter titles | Text |
|------------------|---|--|---|--------------------------------|
| Font | Times New Roman | CHAPTER I. TITLE (14, Bold, LARGE LETTERS starting from the new page) | 1.1. Title 1 1.2. Title 2 1.3. Title 3 (12, Bold) | 12 |
| Interline | 1,5 | | (plus space of 6 added before and after) | |
| Margins | 2,5 cm on all four sides | | | |
| Justification | | Centrally | To the left | To both left and right margins |
| Pictures | Fig.1. Title Source:.....(Both in separate lines under the picture, justification to the left) | | | |
| Tables | Tab.1. Title (above the the table) Source:(under the table) | | | |
| In-text citation | APA style preferrably | | | |
| References | Alphabetical order; APA or Harvard style | | | |

III. The PROCEDURE AFTER THE SUCCESSFUL MASTER EXAM

In order to receive a diploma, the student must return the ID student card!

You also have **to submit the Discharge card** (*Karta Obiegowa*) – template at the website should be printed and the stamps of confirmation should be collected accordingly: in the Department Secretary Office where the Master Thesis was written and in the Library of the Institute of Geography and Regional Development)

You also can request additional information to be added on your Supplement to the Master Diploma (template at the website plus certificates and documents evidencing academic achievements during the study, such as scholarships, participation in the Erasmus Plus exchange programs; publications, sport achievements, etc.).

You will receive Original Diploma in Polish and one copy of Diploma in English plus two copies in Polish. The waiting time for issuing the diploma is approximately one month after you have provided the above-mentioned Student card and Discharge Card. There is the official Graduation Ceremony organized by the Wroclaw University for English-speaking students at the end of the Summer session. In case your Diploma is not ready by then, you will receive the Congratulation letter. If you have your Master Exam scheduled for September you can still take part in the Ceremony and receive the Congratulation letter.

If you need a document in the meantime certifying that you have made the Master Exam you can receive the official document from the Deans' Office.