



# Diploma Defence

summer semester 2020/2021

Detailed information  
is available in:

BA/MA thesis defence  
procedure at the Faculty  
of Management,  
University of Lodz



**FACULTY OF  
MANAGEMENT**  
University of Lodz



# Before the defence: FOR STUDENTS

Activities performed by the student

Activities performed by the dean's office

Activities performed by the supervisor/commission members

# Before the defence: FOR STUDENTS



Point 1.

Thesis title(USOS / APD)

The dean's office enters the title of the thesis approved by Faculty Board into the USOS/APD

Point 2.

Verification of thesis title in APD

Please check the thesis title with the title in APD. Titles cannot be different!

# Before the defence: FOR STUDENTS



Point 2a.

Verification of thesis title in APD

If the titles are different...

Change the title on the first page of the thesis to be compatible with APD

or

Report the need of changing the title in the APD to your supervisor  
The supervisor reports a minor change in the thesis title or new title will be approved by the Faculty Board

# Before the defence: FOR STUDENTS



Point 2b.

Verification of thesis title in APD

The title is correct...

Step 1. in APD:  
Remember about the keywords  
and abstract!

Approve the statement of an  
independent thesis writing

Step 2. in APD:  
Upload the file with your thesis

Upload statement of consent for  
sharing the thesis (appendix 8)

Send a statement concerning the  
form of the remote exam: „from  
home” or „from the  
faculty building” to your  
supervisor (by edu.uni.lodz.pl  
email) - **appendix no 7**



# Before the defence: FOR STUDENTS



Point 8.

Delivery of documents

After accepting the thesis by the supervisor in APD please deliver documents to the dean's office **within 7 days**

How?

You can send it by [edu.uni.lodz.pl](mailto:edu.uni.lodz.pl) email

MANDATORY:

- confirmation of the diploma fee (60 zł) - only for students who have started their studies in 2018/2019 academic year and earlier; students who have started studies in 2019/2020 and later do not pay for diploma
- application for copies of the diploma (**appendix no 5**)

OPTIONAL:

- application for additional achievements in the supplement
- application for an additional copy of the diploma and the supplement
  - confirmation of additional fees (20 zł per additional copy)

**PLEASE NOTE:** You do not need to deliver the paper version of the thesis to the dean's office this year.

# Before the defence: FOR STUDENTS



Points 9. and 10.

Setting the date of defence

The date of the defence will be set up by the supervisor in agreement with the dean's office

The supervisor will inform you about the date of defence

If you do not receive this information within one week after accepting the thesis (submitting it to step 4 in the APD) - please contact your supervisor!

# Before the defence: FOR STUDENTS



**DO NOT FORGET!**

Remember to  
prepare for answering  
your exam questions!







# During the defence: FOR STUDENTS



# During the defence: FOR STUDENTS

Point 13.

During the defence

Defence is remote regardless of whether you approach it "from home" or "from the faculty building"

The head of the commission will verify your identity

Be prepared to share the video view (from the room or your screen) during the defence

If the connection will be interrupted, try to restore it immediately

Answer the questions!



# After the defence: FOR STUDENTS

# After the defence: FOR STUDENTS



Point C-2 (additional information)  
Clearance Slip

Before collecting the diploma...

...fill in  
the Clearance Slip,  
which you can find in  
the USOSweb

All boxes must  
be completed!

# After the defence: FOR STUDENTS



Point C-3 (additional information)

Collecting the diploma

## Personally

Submit an  
application by your  
edu.uni.lodz.pl email

You will collect  
your diploma in the  
dean's office after  
appointing for a specific  
date

# After the defence: FOR STUDENTS



Point C-4 (additional information)

Dispatch of diploma

We can send the diploma by post

Send signed application to the dean's office by post (paper version)

The university will send your diploma and supplements by post with confirmation of receipt