

Global Change Biology - thesis defense procedure

Legal basis: Rector's Order No. 105 of June 6, 2022, Rector's Order No. 141 of September 30, 2022.

Ordinances and annexes (in WORD version) can be found on the APD (Archive of Diploma Theses) website of NCU <https://apd.umk.pl/>

1. By the date of graduation, the student must provide the Dean's Office with documented information regarding:
 - internships not included in the curriculum during the studies,
 - achievements obtained during the studies,
 - all completed classes not included in the study program and classes completed within the Young Universities for the Future of Europe (YUFE) consortium.
 - o The standard catalog of student achievements to be entered in the supplement is specified in Annex No. 1 to the Rector's Order No. 141 (https://apd.umk.pl/media/ZR.141.2022_zal_1.pdf).
 - o The inclusion in the supplement of achievements not included in the *standard catalog of student achievements* requires the approval of the Dean.
 - o Verification of the translation of achievements into English is – at the request of the student – performed by a member of the translation verification team. The model of the application is specified in Appendix No. 2 to the Rector's Order No. 141 (https://apd.umk.pl/media/ZR.141.2022_zal_2.pdf). This application is sent by the student to weryfikacja-spnjo@umk.pl, with the name of the Faculty in the title of the e-mail.
2. The student fills out the application in USOSweb (*STUDENT'S SECTION* → MY STUDIES → APPLICATIONS → SUBMIT NEW APPLICATION).
 - o In the application, the student enters the title of the thesis, the name of the supervisor (example: *I am requesting the initiation of a degree procedure to enable the defense of the thesis and the awarding of a master's degree. Thesis topic: Thesis supervisor: Planned date of defense:*), attaches a scan of the supervisor's signed statement (Appendix No. 1 to the Rector's Order No. 105 of 06.06.2022. - https://apd.umk.pl/media/ZR.105.2022_zal_1.pdf).
 - o The student informs the Dean's Office employee by e-mail (mgorska@umk.pl) that the application has been completed in USOSweb.
 - o The above-mentioned statement signed by the supervisor must be delivered to the Dean's office (room 107) or sent to mgorska@umk.pl.

- If the supervisor marks "**requires verification by a translator**" on the statement, verification of the English translation of the thesis title is – at the request of the student – performed by a member of the translation verification team. The form of the application is specified in Appendix No. 2 to the Rector's Order No. 141 (https://apd.umk.pl/media/ZR.141.2022_zal_2.pdf). This application is sent by the student to weryfikacja-spnjo@umk.pl, with the name of the Faculty in the title of the e-mail.
- 3. Sending documents and other messages may be done by using the university e-mail (@umk.pl, @stud.umk.pl, etc.).
- 4. Based on the application approved by the Dean, access to the APD (Archive of Diploma Theses), there is no password, please log in as for USOS) is granted.
- 5. The student submits electronic statements in the APD with the following content:

"Aware of legal liability, I declare that this thesis was written by me independently and does not contain content obtained in a manner that does not comply with applicable laws."

"I declare that the submitted work has not been previously subjected to the procedures for obtaining a degree in higher education."

- 6. The student enters into the APD:
 - the title of the thesis in Polish - if the original language is other than Polish,
 - title of the thesis in English,
 - abstract of the thesis in Polish,
 - abstract of the work in the original language - if the original language is other than Polish,
 - keywords in Polish,
 - keywords in the original language - if the original language is other than Polish,
 - electronic version of the thesis (the rules for the preparation of the file are in Appendix No. 2 in Order No. 105 - https://apd.umk.pl/media/ZR.105.2022_zal_2.pdf).
- 7. The supervisor checks the correctness and completeness of the data entered in the APD and checks the thesis in the JSA (Uniform Anti-Plagiarism System). If, in the supervisor's opinion, the thesis does not raise any doubts about its originality, the supervisor accepts the anti-plagiarism examination report in APD and submits the statement:

"I declare that this thesis was prepared under my supervision. I am aware of the result of the anti-plagiarism examination report carried out in the Uniform Anti-Plagiarism System and state that the thesis meets the conditions for presentation in the proceedings for the award of the degree."

The supervisor then grades the seminar or other classes within which the thesis was prepared and refers the thesis for review.

8. The student must agree with the supervisor whether a chairman has been selected for the defense or is to be appointed from the top down.
9. The supervisor and the reviewer, **no later than 3 days before the date of the diploma exam**, prepare and approve the review in the APD. The content of the approved review is automatically uploaded to USOS and is made available to the student in APD.
10. The diploma exam is conducted in oral form. In particularly justified cases, the diploma exam may be conducted off-site at the University using electronic means of communication. The conditions and rules for this exam are specified in Chapter 5 of the Rector's Order No. 105.

According to the content of §34 (Order No. 105), the consent of the Dean is not required for diploma examinations in joint degree programs if the agreement on the rules of such studies contains provisions for conducting the diploma examination using electronic communication means.

11. A student may apply for an additional copy of the diploma or an additional supplement. The form of the application is specified in Appendix No. 4 to the Rector's Order No. 141 of September 30, 2022 (https://apd.umk.pl/media/ZR.141.2022_zal_4.pdf).

If this application is submitted, after the defense the student will receive: the original diploma with a supplement, one copy of the diploma in Polish with a supplement, one copy in English with a supplement - all free of charge.

If this request is not made then you will receive the original diploma with a supplement, two copies of the diploma in Polish with supplements.

If an additional copy in English is required, the student is obliged to make a payment (fee of 20 PLN - payable to the individual account number from USOS). The student then receives the original diploma with a supplement, two copies in Polish with supplements and an additional copy in English with a supplement.

12. On the day of the defense, an electronic clearance slip is launched (*COMMON SECTION* tab in the USOSWeb). It is necessary to answer 5 questions from the Careers Service.
13. The issuance of copies is possible only after the electronic clearance slip is completed and settled with the library. Copies are available to collect 30 days after the date of the diploma exam.

Another person can be authorized to collect the diploma and copies. A form of authorization can be found in Appendix No. 5 to the Rector's Order No. 141 of 30.09.2022. https://apd.umk.pl/media/ZR.141.2022_zal_5.pdf

I would like to inform you that it is not possible to send a diploma, because according to the Rector's Order No. 141 of 30.09.2022 chapter 5 section 7 and the Law, diplomas are public documents.

In order to receive the diploma and copies, it is necessary to settle the electronic clearance slip, submit a student ID card.

Should you have any questions concerning the procedure, please contact Ms. Michalina Górka:

- ✓ phone: 56 611 44 44
- ✓ e-mail: mgorska@umk.pl