Procedure for the submission of a diploma paper and the conduct of a diploma examination for Cognitive science

Cognitive Science
FACULTY OF PSYCHOLOGY UW
INSTITUTE OF PHILOSOPHY UW

1. The thesis supervisor, after accepting the final version of the thesis, addresses electronically by sending one common message to the Cognitive science office (at cogsci@psych.uw.edu.pl) and providing the following data:

Student data:

1. name and surname
2. album number
3. title of the thesis
4. the thesis in pdf format

By submitting suggestions for:

1. the reviewer,
2. date of examination in agreement with a reviewer and a student
3. evaluation from the last semester of MA seminar

In case of an external supervisor, he/she establishes the above information with the internal supervisor.

If the defense is planned in the online mode, the approval of the Vice-Dean for Student Affairs, prof. Kamilla Bargiel-Matusiewicz (**kmatusiewicz@psych.uw.edu.pl**) is required.

Approval is requested by the thesis supervisor, and then the approval should be sent to the Cognitive science Office.

2. The Cognitive science office shall appoint the head of the examination committee, according to the date proposed by the thesis supervisor.

3. The Cognitive science office shall notify the student that the thesis may be submitted to the APD.

4. After receiving information that a place has been created in APD, a student uploads a thesis on their own. In order to upload the dissertation the student has to choose from USOSweb website under the ACTIVITIES tab: APD (website: https://apd.uw.edu.pl – login and password same as for USOSweb) – Thesis Archive and perform the following steps:

1. Log in and open the MY WORKS tab and click on the title of your thesis.
2. Enter the following information about the thesis: title in Polish, abstract, keywords.
3. Then confirm the data: SAVE JOB DATA.
4. Upload the paper in "pdf" format
5. Then select "Submit to supervisor for approval".

5. After uploading the thesis to APD, the Cognitive science secretariat notifies the thesis supervisor via email

Thesis Confidentiality - If the thesis contains data that cannot be disclosed, the student should report this fact to the Cognitive science office via email. - Titles of diploma theses with the status "Confidential work" are shown in the indexes but are not made available to third parties (only the author, supervisor and reviewer have access to them)

6. The Cognitive science office enters information about the committee membership and the date of the thesis defense into the APD and emails the information.

7. The student shall submit the following statements to the APD:
   1. "Realizing my legal responsibility, I declare that this thesis was written by myself and does not contain content obtained in a manner inconsistent with applicable law."
   2. "I certify that the thesis submitted has not previously been subject to degree procedures."

8. The Supervisor sends the work to be checked in the anti-plagiarism system available in APD - Single Anti-Plagiarism System. In a situation when a report from the anti-plagiarism system shows a high similarity to other content, the supervisor is obliged to withdraw the work and call the student to correct it. A diploma paper found to be in violation of copyright may not be used as a basis for admission to the diploma examination. The dissertation with a positive result (acceptable similarity index) in the report from the anti-plagiarism system is approved by the promoter in the ADF system.

In case of an external supervisor, an internal supervisor directs the work to JSA and accepts the report.

IMPORTANT FOR SUPERVISORS!!!!

Pay special attention to the approval of the study, once the anti-plagiarism test is ordered. If the study is not approved, the print preview will have a watermark in the form of the words "THESIS NON-APPROVED". The watermark will only disappear when the supervisor approves the study.

To sum up: you should first order an anti-plagiarism check of your work and then, after accepting the result, approve it. These are two separate steps.

9. The supervisor submits the following statement to the APD: "I certify that this thesis was prepared under my direction. I am aware of the result of the report of the anti-plagiarism examination conducted 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.".

In case of an external supervisor, an internal supervisor directs the work to JSA and accepts the report.

10. Supervisor of the thesis and the reviewer not later than three days before the date of the examination enter the reviews of the diploma paper together with their grades in the APD.

In case of an external supervisor only the external supervisor enters the review.

The external supervisor requests the Cognitive science office to provide a login and password, for the USOS system, if they do not have one.

11. Student can request for an additional copy of the diploma in Polish (free) or English (20 PLN for copy of the diploma and 20 PLN for copy of the supplement) via USOSweb. The payment will be visible in USOSweb on the student's individual account.

12. After the defense of the thesis, the student may email **cogsci@psych.uw.edu.pl** to request a certificate of graduation.

13. Filling in the circulation form in USOSweb /FOR ALL/, which is necessary to collect the diploma. Before coming to pick up your diploma, check that all items on the circulator are completed. If any item is unaccounted for, then you should contact the person who put such information in the circulator.

14. The student section clears the student's circulator on the day of receipt of the diploma. Return of the pass should be made (this does not apply to students of other majors at UW).

15. In USOSweb in the Diplomas tab you will see the date the diploma was printed and then the date from when the diploma is ready for collection.

16. We suggest contacting the student section in advance to pick up the diploma, this will shorten the time for issuing documents.