The principles of the diploma process are specified in “The Rules and Regulations of Study at the University of Warsaw”, Chapter VIII “Completion of Studies” (below)

How to prepare to your diploma examination?

1. Check on your account in USOSweb (Student’s section - Diplomas) if the Teaching and Learning Council (Rada Dydaktyczna) has approved the title of your master's thesis. When empty, contact the supervisor (promotor)

2. Fulfill all requirements stated in the study curriculum (pass all exams).

3. Check in USOSweb whether all courses have been linked to the program African Studies and to the term - it is very important for the student supervisor.

4. Check if you have any outstanding fees.

5. Agree the diploma examination date with your supervisor. Diploma exams are held on-site. Only in justified cases the diploma examination can be conducted remotely as part of synchronous online contact. Please report it earlier

6. Submit the final master’s thesis at APD system (University of Warsaw Theses Archive) https://apd.uw.edu.pl/. It shall be done no later than 14 days before the date of the diploma examination.

The clearance slip (obiegówka) is issued by the Student’s Office after receiving information from the supervisor about the date of the diploma examination. You can find your clearance slip on USOSweb - Common Section - Clearance Slips. The completed clearance slip is **strictly required** when collecting the diploma.

How to obtain answers from the library of the Faculty of Oriental Studies in the on your clearence slip?  
  
1. Please send an email from the student address (in the university domain @student.uw.edu.pl) to all faculty libraries asking for confirmation that you have returned the books / have not used the library.  
  
Current mailing list:  
1. Hebrew Studies: [m.m.kapelus@uw.edu.pl](mailto:m.m.kapelus@uw.edu.pl)  
2. Sinology: [marek.piszczek@uw.edu.pl](mailto:marek.piszczek@uw.edu.pl)  
3. Japanese studies: [biblioteka.jap@uw.edu.pl](mailto:biblioteka.jap@uw.edu.pl)  
4. Ancient Near Eastern Studies: [m.m.kapelus@uw.edu.pl](mailto:m.m.kapelus@uw.edu.pl)  
5. Iranian Studies and Turkic Studies: [i.nowicka@uw.edu.pl](mailto:i.nowicka@uw.edu.pl)  
6. Mongolian studies: [d.lubowiedzk@uw.edu.pl](mailto:d.lubowiedzk@uw.edu.pl)  
7. South Asian Studies: [d.lubowiedzk@uw.edu.pl](mailto:d.lubowiedzk@uw.edu.pl)  
8. Arabic and Islamic Studies: [jt.galewski@uw.edu.pl](mailto:jt.galewski@uw.edu.pl)  
9. African studies and Egyptology: [iwona.bebrysz@uw.edu.pl](mailto:iwona.bebrysz@uw.edu.pl)  
10. Korean studies: [aswojako@uw.edu.pl](mailto:aswojako@uw.edu.pl)  
  
Note! Librarians respond to emails individually on days when libraries are open, sometimes only one or two days a week. Please remember that during the holidays some librarians may be on vacation.  
  
2. When you receive responses from all libraries, please collect them (it can be a scan, photo, screenshot, redirect, etc.) and send them to [d.lubowiedzk@uw.edu.pl](mailto:d.lubowiedzk@uw.edu.pl)  
Make sure that there are no missing responses from any library

VIII. COMPLETION OF STUDIES

§ 45

1. After completing the study curriculum of the first cycle studies (including submitting a licencjat degree thesis) and passing the diploma exam, the student shall be awarded a degree of licencjat or inżynier.

2. After completing the study curriculum of the second cycle studies or long second cycle studies (including submitting a magister degree thesis) and passing the diploma exam, the student shall be awarded the degree of magister or magister inżynier.

3. The professional title shall be awarded by the commission carrying out the diploma examination.

4. The studies are completed on the day of the diploma examination.

5. The person who has completed first cycle studies retains student rights until 31 October of the year the studies were completed.

§ 46

1. The diploma thesis is an independent paper on a scientific, artistic or practical issue or a technical or artistic achievement, presenting the student’s general knowledge and skills related to studies in a given field, level and profile, as well as the ability to carry out independent analysis and draw conclusions.

2. The diploma thesis has to be prepared independently, and has to satisfy substantial and formal requirements set by the teaching and learning council for the particular field of study in accordance with guidelines of the UCTL.

3. The degree thesis shall be prepared under the supervision of an authorised academic teacher, in compliance with the rules set forth in paragraph 24 sections 1 and 2.

4. If a student wishes to prepare a degree thesis under the supervision of an academic teacher from outside the University, the teaching and learning council may authorise such a person to co-supervise the thesis, while appointing an authorised academic teacher to supervise the degree thesis development process.

5. In the event the thesis supervisor employment has expired, the HTU shall appoint a co-supervisor or a new supervisor, in consultation with the student.

6. A degree thesis may be written jointly by several students, provided the contribution of each co-author is clearly specified. The rules in this respect shall be set by the teaching and learning council in accordance with guidelines of the UCTL.

7. The rules for the assessment of the degree thesis, including assessment time frames, shall be specified by the resolution of the UCTL.

8. If the diploma thesis is a written document, before the diploma examinations, it will be verified in the Uniform Anti-Plagiarism System.

9. Assessment of the degree thesis shall be done by the teacher supervising its preparation and at least one reviewer. The reviewer shall be appointed by the HTU. The grading scale defined in paragraph 34 section 2 shall be used in the assessment.

10. After reviewing the diploma thesis, the reviewer may call the student to correct the thesis within the time frame set in consultation with the teacher supervising this thesis, while specifying in writing the issues to be corrected. After correcting the thesis as requested, the reviewer shall assess the thesis. If the thesis is not corrected as requested by the reviewer within the time frame set, the reviewer shall negatively assess the thesis.

11. If a degree thesis is finally negatively assessed by the reviewer, another reviewer shall be appointed by the HTU. If the second reviewer also awards a negative grade, the thesis cannot be the basis for graduation. Provisions of section 10 shall apply respectively.

12. The review of the diploma thesis together with the justification shall be public and will be published in the Archives of Diploma Thesis of the University. This rule shall not apply in the case of the review of the diploma thesis, the subject of which is confidential and is protected by the law.

13. The final grade on the degree thesis, taken into account while calculating the final result of studies, shall be the arithmetic mean of the grade awarded by the thesis supervisor and the reviewer or reviewers if more than one reviewer was appointed. The mean is rounded off to the second decimal place.

§ 47

1. Submission of the final degree thesis approved by the thesis supervisor shall be prerequisite to obtaining credit for the last study term – the degree seminar or another course leading to the submission of a thesis. The degree thesis shall be submitted to the HTU no later than 14 days before the scheduled date of the diploma examination. The detailed procedure for submission of diploma thesis is set in separate regulations.

2. Upon the request of the student or the thesis supervisor, the HTU may extend the duration of studies by no more than three months, excluding the leave period, from the scheduled date of completion, in the case of:

1) the student’s long illness, confirmed by an opinion of the OPD issued based on the student’s medical documentation;

2) the student’s inability to prepare a degree thesis within the binding deadline for legitimate reasons, beyond control of the student or the thesis supervisor.

3. If there were reasons on the part of the thesis supervisor which could significantly delay the submission of the thesis, the HTU, at the student’s request, shall appoint an academic teacher who will take over the task of supervising the thesis. A change of the thesis supervisor during the last six months before the date of the completion of studies may constitute grounds for an extension of the deadline for thesis submission, in compliance with the rules set forth in section 2.

§ 48

1. Admission to the diploma examination shall be conditional upon:

1) fulfilment of all the requirements stated in the study curriculum;

2) obtaining the final grade of at least 3.0 on the degree thesis, subject to paragraph 46 section 13.

2. The diploma examination shall be held no later than within three months of the submission of the degree thesis, but no later than on the day preceding the scheduled graduation date.

3. The diploma examination shall be conducted in accordance with detailed rules for conducting diploma examinations set forth by the teaching and learning council for the particular field of study.

§ 49

1. The diploma examination shall be concluded by a board appointed by the HTU and made up of at least three persons: the HTU or an academic teacher appointed by the HTU, thesis supervisor and the reviewer.

2. At least two members of the board shall hold a doctoral degree.

3. The board shall be chaired by the HTU or a person appointed by the HTU. The board cannot be chaired by the supervisor of the student’s thesis.

4. At the request of the student or the thesis supervisor, filed no later than one week before the scheduled examination date, the HTU may organise a public diploma examination. The open part of the public examination may be attended by all interested parties as observers.

§ 50

1. The diploma examination shall be recorded in minutes reflecting the decision of the board on awarding the professional degree. The decision shall be announced by the board chair on behalf of the board.

2. The decision on awarding the professional degree shall be enforceable with immediate effect, by virtue of law. It can be appealed against to the Rector, within 14 days of its announcement.

§ 51

1. The result of the diploma examination shall be expressed as a grade listed in paragraph 34 section 2.

2. If the student was awarded an unsatisfactory grade on the diploma examination or failed to take the examination without an excuse, the HTU shall set the second diploma examination date to be held no later than within three months of the scheduled study graduation date.

3. If the student took the diploma examination twice, the result considered while calculating the final result of studies shall be the arithmetic mean of both examination grades. The mean is rounded off to the second decimal place.

4. If the student fails to pass the diploma examination on the second date, the HTU shall remove the student from the list of students.

§ 52

1. The final result of studies shall be calculated on the basis of the following:

1) the grade average from exams and final grades awarded in courses not ending with an exam, calculated in accordance with paragraph 42 s 5;

2) the final grade on the diploma thesis, calculated in accordance with paragraph 46 section 13;

3) the final result of the diploma examination calculated in accordance with paragraph 51 sections 1 and 3.

2. The final result of the studies shall be the total of the following parts of the grades listed in section 1, rounded off to the second decimal place:

1) for first cycle studies and long second cycle degree studies:

a) 0.7 of the grade referred to in section 1 point 1;

b) 0.2 of the grade referred to in section 1 point 2;

c) 0.1 of the grade referred to in section 1 point 3;

2) for second cycle studies:

a) 0.5 of the grade referred to in section 1 point 1;

b) 0.4 of the grade referred to in section 1 point 2;

c) 0.1 of the grade referred to in section 1 point 3.

3. The final result of the studies shown on the university diploma shall be entered in accordance with these Rules and Regulations:

1) under 3.40 – satisfactory;

2) from 3.40 to 3.80 – satisfactory plus;

3) from 3.80 to 4.20 – good;

4) from 4.20 to 4.60 – good plus;

5) from 4.60 to 4.90 – very good;

6) over 4.90 – excellent.

4. A diploma with distinction shall be awarded to graduates who:

1) have completed their studies within the time period specified by the study plan or the time periods defined in paragraph 43 section 8 and paragraph 47 sections 2 and 3;

2) have obtained the grade average of over 4.6 on all exams and courses not ending with an exam;

3) have been awarded the final grade of 5.0 on the diploma thesis and at least a very good grade on the diploma examination;

4) have not violated the principles included in the oath, in particular have not been punished by the disciplinary penalty.

5. Diplomas with distinction shall be conferred by the Rector. The Rector or the HTU may grant a financial award for obtaining a diploma with distinction.

§ 53

1. Graduates shall receive a university diploma with a degree of licencjat, inżynier, magister or magister inżynier, together with a diploma supplement, at a date falling no later than thirty days after the date of the graduation.

2. The diploma supplement shall contain information about all the courses completed during the studies, referred to in paragraph 42 section 7, and the grades received.