

**PROCEDURE FOR THE COURSE OF THE DIPLOMA EXAM
AT THE UNIVERSITY CENTRE FOR ENVIRONMENTAL STUDIES
AND SUSTAINABLE DEVELOPMENT (UCBS) effective from 25 May,2022**

Instruction for supervisors and students

**(in accordance with the Appendix No.1 to Resolution No. 12/2022 of the Didactic Council UCBS
of the University of Warsaw on May 25, 2022 concerning detailed rules of diploma process
for Sustainable Development second-cycle study program)**

All diploma examinations are conducted on-site

Preparation for the exam – instruction for the supervisor

1. The dissertation supervisor submits a request to KJD UCBS, Dr Mariola Zalewska, by e-mail, to appoint a Committee and set up the date of the diploma exam. E-mail should be sent to the e-mail address: ucbs.studencki@uw.edu.pl. When planning the date of the exam, please take into account the student has to upload the diploma dissertation to the ADP system no later than 14 days before the settled date of the exam.
2. In the e-mail, the dissertation supervisor provides information about the student: name and surname, album number, field of study, title of the dissertation. Supervisor provides the names proposed reviewers.
3. The dissertation supervisor confirms the date of the exam with the UCBS student secretariat via e-mail and inform about completing diploma seminar III by the student.
4. The supervisor checks the diploma dissertation through the anti-plagiarism system in APD. When the anti-plagiarism report is accepted the supervisor sign a declaration available in APD on managing the preparation of the diploma dissertation.
5. The supervisor is obliged to check the thesis using the anti-plagiarism program, through the APD system, and the result is approved by the supervisor and co-supervisor.
6. Not later than 3 days before the exam date, the supervisor and the reviewer publish the thesis reviews along with the grade in the APD.

Preparation for the exam - instruction for the student

1. The student is obliged to check the correctness of the marks and courses linkages in the USOSweb system.
2. After receiving the information from the UCBS student secretariat, the student uploads the diploma dissertation in pdf format to the APD system. It has to be done no later than 14 days before the settled date of the exam.
3. The student submits to APD two declarations of legal responsibility available in the system, regarding the independent completion of the diploma dissertation.
4. The student will be invited to the diploma exam by e-mail.

Preparation for the exam - instruction for the Committee

1. The diploma examination is an oral exam and it is conducted in English.
2. The Committee asks at least three questions: from diploma dissertation and from issues related to the course of studies.

The course of the exam

1. The exam begins on the settled date and time.
2. The examination are scheduled every 45 minutes, with the Committee meeting 10 minutes before the exam starts.
3. The Chairman of the Committee is the moderator of the examination, who welcomes everyone present and inform about course of the examination.
4. Members of the Committee ask questions one by one. After a short preparation, the student answers them.
5. The Committee hears the answers, may ask for clarifications or ask supplementary questions.
6. After all questions are answered, the Chairman announces a break for the confidential part of the exam and the student is asked to temporarily leave the room of the exam.
7. The Committee evaluates the answers, determines the marks, the result of the exam and the grade on the diploma. The Chairman of the Committee completes the protocol in the APD system.
8. The examination protocol is approved by members of the Committee in the APD system immediately after the exam is completed.
9. The Committee member calls the student back to the exams room where the Chairman of the Committee informs about the result of the exam and the grade on the diploma.

The document was prepared by:

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