

DISSERTATION SUBMISSION GUIDELINES AND CONDITIONS FOR DIPLOMA EXAM ELIGIBILITY IN THE WINTER TERM 2022/2023

1. You are required to log into Dziekanat StudNet and upload two separate pdf files of your dissertation/diploma thesis in the diploma/thesis section.
 - a. The first file should be a single uniform text for submission to the JSA (Uniform Anti-Plagiarism System),
 - b. The other file shall include:
 - your whole dissertation
 - your dissertation declaration
 - any other relevant documentation. This will be This will be uploaded to the ORPD / National Dissertation Database.
 - c. **Then send the files to the supervisor**
2. If the dissertation also includes a practical component (a portfolio of your work, design or any other), you are required to archive the additional components in accordance with the regulations of a relevant Faculty (see the List of Faculties at the end of the document*). These components are not uploaded into JSA or ORPD.
3. Pursuant to §50 section 1 and 2 of the Regulations of the University of Zielona Góra, final year students are required to **submit their dissertations** to the Student Services Office (BOS) at least 7 days before the scheduled examination date but not later than **15th of February 2023**.

NOTE! Persons who want to take part in recruitment for second-degree studies starting in the summer term of the academic year 2022/2023 - are supposed to submit their dissertation to the relevant Student Services Office (BOS) and take the diploma examination within the time limit allowing for electronic enrolment for studies in the summer term on dates consistent with the applicable recruitment calendar for the summer term of the academic year 2022/2023

4. In justified cases (§51 section 1 of the Regulations of the University of Zielona Góra), the Dean, at the request of the supervisor or the student, **may postpone the submission date but not later than 30 April 2023**. The application for extension must be approved by the supervisor. On the day you submit your request for an extension, you are required to have all of your grades obtained in the first term of course completion assessment entered in the electronic index. This should also include fail grades (not credited or 2.0) in diploma tutorials. The grade obtained in the final term of course completion assessment should be entered in the index by the supervisor after the acceptance of your dissertation and before submission to the Student Services Office (BOS).
5. **Before you submit your dissertation, you are required to** log into Dziekanat system - StudNet and ensure that the following criteria have been satisfied:
- a. You have uploaded your personal data correctly, specifically,
 - a correspondence address
 - date and place of birth
 - your full name including your forename and any middle names (your middle names are obligatory).
 - b. Your grades are all entered to the electronic index in accordance with the syllabus.
 - c. You are not in arrears regarding your fee payments.
 - d. You have made a payment of PLN 60 for the diploma. This is applicable to students who started their course before the academic year 2019/2020 and who signed the Zielona Góra University contract, which stipulates the terms of payment for the university courses or educational services.
 - e. Ensure that the uploaded dissertation files have:
 - JSA status as "Dissertation submitted to be defended" and
 - ORPD status as "The dissertation is accepted by the supervisor."
 - f. A student who has achieved outstanding achievements related to their field of study or has been involved in student activities for the University of Zielona Góra may apply to the Deputy Rector for Student Affairs to have them entered in the supplement. The application should be submitted to the Department of Student Affairs at least 14 days before the date of taking the diploma examination, and in the case of medical students - the date of taking the last examination required by the study plan. The justification for the application cannot exceed 600 characters with spaces. The student provides, together with the application, a confirmation of awards or

distinctions received.

6. **A student submits to the appropriate Student Services Office (BOS)** the dissertation that has received a positive result of the JSA report and positive reviews of the supervisor and the reviewer:

- a. in paper form (1 copy, dissertation in soft cover, printed on both sides, bound in a permanent way e.g. thermo-bound);
- b. in electronic form (CD with a recorded file in pdf format). The attached CD must be properly described (student's name, surname, dissertation title) and placed in an envelope glued to the inside of the back cover of the dissertation;
- c. an electronically archived part of a design/technological/artistic project - in accordance with the detailed requirements of the relevant faculty (cf. the list of faculties at the end of this document)*;
- d. the dissertation must be delivered by the student in person to the appropriate **Student Services Office (BOS)**;

7. You must also submit:

- a completed and signed declaration confirming the authenticity of the dissertation
- a declaration that the dissertation can be publicly shared
- any other necessary declarations necessary to meet the requirements detailed on the Faculty website (cf. the list of Faculties at the end of this document).

8. Students, who submit their dissertations to the Student Services Office within a non-negotiable deadline by 15 February 2023, will be assigned a date for the diploma examination before the examination panel at the premises of the University within 80 days from the date of submission of the dissertation.

9. **The dissertation will be accepted for the diploma exam if you have complied with all the above mentioned requirements including submitting the completed and signed reviews of your dissertation by the supervisors and reviewers and the signed and printed report from JSA within 7 days prior to the date of the diploma exam.**

10. The diploma examination is organised by the Dean, who appoints the examination panel, and organises a special diploma examination schedule in agreement with the supervisors by **3 February 2023**. This schedule is then sent to the manager of the Student Services Office.

11. The diploma exam is carried out by an examination panel appointed by the Dean.

12. The diploma exam protocol and the documents necessary for the proper conduct of the diploma exam are prepared by an employee of a relevant Student Services Office and then forwarded to the relevant faculty in a manner agreed upon with the Dean or head of the examination panel.

13. After the diploma examination has been taken, the Dean or head of the examination panel (in exceptional cases a member of the examination panel) will send all the necessary documentation of the course of the to the **Student Services Office (BOS)** within two days of the date of the exam.
14. The full certification of your higher education status will be available on request from the Student Services Office.
15. The diploma, which was not collected by the graduate in person by the date agreed with the Student Services Office (no later than 25 days after the diploma exam) will be sent via the Polish Post to the correspondence address of the graduate.
16. The complete documentation of your university course will be available at a relevant Student Services Office within two years after graduation. After that time all relevant documents will be archived within the University of Zielona Góra.

*This applies to faculties where the preparation of a portfolio or of supplementary appendices for the dissertation is required.

Detailed guidelines for dissertation formatting required by each faculty can be found on the following websites:

[The Faculty of Civil Engineering , Architecture and Environmental Engineering](#)

[The Faculty of Economics and Management](#)

[The Faculty of Computer, Electrical and Control Engineering](#)

[The Faculty of Mathematics, Computer Science and Econometrics](#)

[The Faculty of Mechanical Engineering](#)

Templates available for downloading:

1. Postponement of the date of dissertation submission.
2. Declaration of the originality of the dissertation.
3. Declaration of agreeing to making the dissertation public

Zielona Góra, January 9, 2023