## **The procedure of the defense of the thesis at the Faculty of Economic Sciences and Management at the Nicolaus Copernicus University in Toruń**

1. Initiation of the procedure of the defense of the thesis takes place at the student's request submitted at least 14 days before the planned date of the diploma examination.

In order to be enrolled in second-cycle studies, bachelor's degree examinations should take place by 24.07.2023.

Defenses scheduled for September should occur **by 19.09.2023** for bachelor’s studies and **by 23.09.2023** for master’s studies.

1. The student shall fill in the application for the initiation of the degree procedure in the USOSweb system (**application** module in student’s section) by inputting:

- the title of the thesis

- name and surname of the thesis supervisor

Student also attaches to the application a scan of the statement signed by the thesis supervisor (appendix no. 1 of the Decree No. 105 of the Rector of the Nicolaus Copernicus University in Toruń of 06.06.2022, model statement available at apd.umk.pl/en)

1. After the examination of the student's application by the Dean, an employee at the Dean's office opens access to the APD system (Archive of Dissertations).
2. In the APD system, the student shall:
3. submit electronic statements
4. input :

- the title of the thesis in English,

- abstract of the thesis in English,

- keywords in English,

- an electronic version of the thesis, prepared and named in accordance with the rules defined in appendix no. 2 of the Decree No. 105 of the Rector of the Nicolaus Copernicus University in Toruń of 06.06.2022.

1. The supervisor verifies the correctness and completeness of the thesis data and sends the thesis for verification to the JSA (Unified Anti-Plagiarism System).
2. After receiving the report of the anti-plagiarism examination, the supervisor interprets the result.
3. If, in the opinion of the supervisor, the thesis does not raise any doubts as to its originality, the supervisor:
4. accepts electronically in the APD the report from the anti-plagiarism verification,
5. submits electronically in the APD a statement that the thesis fulfills the conditions for its presentation in the proceedings for degree procedure,
6. issues a grade for the seminar,
7. head the thesis for review.
8. If the result of the anti-plagiarism verification of the thesis raises doubts, one should apply § 10 and 11 of Ordinance No. 105 of the Rector of the Nicolaus Copernicus University in Toruń of 06.06.2022.
9. The supervisor and reviewer shall, no later than three days before the scheduled date of the diploma examination, prepare and approve the review in the APD. Approval of the review is equivalent to its electronic signature.
10. In particularly justified situations, with the consent of the Dean, the diploma examination may be conducted outside the seat of the University using electronic means of communication; consent may be granted on the basis of an application submitted by the student in the USOSweb system (application module). The student should attach a relevant statement to the application, which is attachment No. 3 of the Ordinance No. 105 of the Rector of the Nicolaus Copernicus University in Toruń of 06.06.2022.
11. Detailed guidelines for conducting the diploma examination in a remote form are defined in appendix No. 4 of the Decree No. 105 of the Rector of the Nicolaus Copernicus University in Toruń of 06.06.2022.
12. The protocol of the diploma examination is drawn up. The protocol shall be drawn up in electronic form in the APD by the chairperson of the thesis defense committee.
13. Members of the committee shall immediately approve the protocol in the APD. The signatures of the committee members shall be replaced by their authentication in the APD.
14. Documentation of the diploma examination is drawn up in electronic form (protocol, reviews, anti-plagiarism report). Upon completion of the diploma procedure, the documentation is immediately printed by the dean's office staff to complete the student's personal file.