

University of Warsaw

MASTER THESIS GUIDELINES

1. Master thesis is graded by two supervisors (UW supervisor and host university supervisor) – you need to make sure that you have chosen and confirmed your second supervisor from host university and informed us about his/her details. After your first supervisor grades your work we will pass it on to the second one.
2. During the master exam home supervisor is present, as well as the thesis reviewer from the University of Warsaw and the chairman of the examination committee. You need to confirm the date of your exam with your UW supervisor.
3. Thesis should be accepted by your UW supervisor at least one month before the exam.
4. All guidelines from NOHA Master Thesis Guide are applicable, except the title page – it has to include both NOHA and UW regulations. You will find the form in the attachment.
5. As to codes according to Erasmus Subject Area Codes List – your choice must be accepted by your UW supervisor.
6. At least two weeks before the exam you need to provide NOHA office with:
 - a. One printed copy of your thesis, two-sided printing and soft binding is allowed.
Two additional copies are required if UW supervisor and reviewer decide so.
 - b. 5 pictures (4,5 cm x 6,5 cm)
 - c. Confirmation of payment for the diploma:
100 PLN on your private USOS account
 - d. “obiegówka” (clearance slip)
7. About three days after submitting the thesis you will receive an e-mail that you can enter the APD system (it is University of Warsaw electronic archive of all diploma papers including master thesis). Into APD you enter the summary, key words, the title in Polish and English and your thesis in PDF format (*maks. 25 MB*). You should ask your UW supervisor to help you with Polish version on summary, key words and the title.

APD step by step

- Log into APD <https://apd.uw.edu.pl/> (login is your PESEL, same password as for USOS) – you will see your individual page, with “My theses and tasks” table
- Click on your thesis – you’ll see “diploma details” and free spaces to enter the title in English, summary and key word. Then click “save”
- Upload your thesis in PDF format (1 file!), name it 2200-MGR-HA-PESEL (your individual PESEL number)
- After uploading choose option „All files were send” – this will transfer your work to your supervisor’s page. You should notify your supervisor that you’ve done that.
- Monitor if your supervisor accepted your thesis in APD. If there are corrections to be done you will be notified in APD