

The procedure of handling the report of the online diploma examination

Reports are created in two steps.

In the first stage, the Dean's Office employee is obliged to enable the report edition in APD, "diplomas and examinations" tab in the USOS system (desktop USOS) and enter the appropriate people as Members of the Committee, bearing in mind the functions: the chairperson, supervisor and reviewer. In this stage, pay attention to the correct assignment of the person – due to the similarity of surnames, the administrative unit and PESEL number of the given person should be verified.

The screenshot shows the USOS system interface. The title bar reads "USOS - [Dyplomy i egzaminy]". The menu bar includes "Akcja", "Edycja", "Zapytanie", "Blok", "Rekord", "Pole", "Window", and "Pomoc". The main area is divided into several sections:

- Program**: <wszystkie>
- Jednostka**: <wszystkie>
- Etap**: <wszystkie>
- Cykl dydak.**: <wszystkie>
- Miejsce**: <wszystkie>
- Filtruj po etapach**: Osoba, Programy osoby, Szukaj po indeksie, Szukaj po dyplomie

Dyplomy i egzaminy

(*) Program studiów - kod i data przyjęcia	(*) Kod dyplomu	Ważny od	Ważny do	Opis dyplomu
H-L-LS	L-LIC	99/00Z		Licencjat - Logopedia z audiologią

(*) Jednostka wydająca dyplom: H Wydział Humanistyczny

Opis program studiów: logopedia z audiologią, stacjonarne I stopnia

Kierunek/specjalności: L Kierunek logopedia z audiologią

Egzaminy: CRT Komisja egzaminu licencjackiego/inżynierskiego/magisterskiego

Kod jednostki: H

Czy protokół w APD: (highlighted with a red box)

Nazwa komisji: Komisja egzaminu licencjackiego/inżynierskiego/magisterskiego

Członkowie komisji

Nazwisko	Imię	Drugie imię	PESEL	Jednostka osoby

Nazwa funkcji: przewodniczący

Opis funkcji: Data rozpocz., Data zakoń., Godz.: za pracę do pensum, do przeniesienia, Kod rozl. pensum, Kod kosztorysu

ATTENTION! The possibility of creating the report is available when the diploma thesis is at the 5th stage in APD, **THESIS IS READY FOR DEFENSE.**

The title of the diploma thesis

Bachelor thesis /Master thesis/Engineering thesis

Status



THE ROLE OF THE COMMITTEE'S CHAIRPERSON

In the second stage, the Chairperson of the Committee creates a report in the Archive of Diploma Theses (APD) system taking the following the steps:

- Starts the examination,
- Completes the content of the examination questions and the grades obtained by the student
- Finishes the examination.
- Completes the grades for the thesis and the thesis defence examination,
- Verifies the results of studies and the grade obtained on the diploma,
- Completes any additional comments,
- Approves the report,
- Signs the report.

After the approval of the report, **the Chairperson of the Committee signs the report** and the other Members of the Committee have the opportunity to sign the report of the diploma examination.

THE ROLE OF THE COMMITTEE'S MEMBER – SUPERVISOR OR REVIEWER

Step 1.

In order to sign the diploma examination report, after logging into the APD system, go to the “My theses and tasks” tab, and then to the “Upcoming exams” table.

My theses and tasks



This page contains an overview of the tasks waiting for you, your theses, upcoming exams and proposed topics of theses. Tasks and theses are grouped according to your role and the type of activity to be performed.

More ▾

My home page in the catalogue

Diploma theses

Advisor

The title of the diploma thesis
Author

The title of the diploma thesis
Author

The title of the diploma thesis

Upcoming exams

Board member

Name and surname - Master of Law (P-MGR)
July 16, 2021, midnight

Name and surname - Master of Law (P-MGR)
July 16, 2021, midnight

[More info](#)

After pressing “**More info**”, the list of planned diploma examinations will be displayed. Then, on the “**Diploma exams**” list, the information about planned (or completed) diploma examinations is shown.

Step 2.

On the “**diploma examinations**” list, the name and surname of the student who took the diploma examination should be chosen and “go to exam report” tab should be selected.

Author:	
Thesis:	
Diploma type:	Master of Law (P-MGR)
Study average:	4.07
Defence board:	 - przewodniczący - promotor - recenzent (no signature)
Date of defence:	July 9, 2021, midnight (today)
Is defence remote:	Yes
Place of defence:	Online platform
Exam report:	Go to exam report (waiting for signatures)

Step 3.

The diploma examination report screen will be displayed - along with information about the author of the diploma thesis, the title of the thesis, the result of the examination and the status “**report is waiting for your signature**”.

Diploma exam report - Name and surname

The title of the diploma thesis

[← back to previous page](#)

[Download the report as PDF](#)




Status	
The report is waiting for your signature. You can sign the protocol now.	
The exam has finished with a positive result.	
The report is approved, but not signed by all board members.	
Date of defence: 2021-07-09 00:00	

Before signing the report, it is worth paying attention to the result of studies, the grade on the diploma as well as the results of the diploma examination and checking whether they comply with the course of the diploma thesis defence.

The overall studies result:	4.44
Grade on the diploma:	very good
Exam result:	POSITIVE

ATTENTION! It is worth paying special attention to “the overall studies result” and “grade on the diploma” – the amount of the grade on the diploma must be in accordance with the Study Regulations which are in force at UMCS and the rules of getting diploma which are in force at the Faculty.

The Member of Committee can also view the content of the questions and the grades obtained by the student who has taken the exam.

Questions	
1.	Content:  Grade: 5
2.	Content:  Grade: 5
3.	Content:  Grade: 5

Grades	Grade	Numeral value	Weight	Weighted value
Study average:	–	4.07	3.0	12.21
Thesis grade:	excellent	5	1.0	5.0
Exam grade:	excellent	5	1.0	5.0

The overall studies result:	4.44
Grade on the diploma:	very good
Exam result:	POSITIVE

Notes:	not given
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ATTENTION! If “the overall studies result” and the final “grade on diploma” are different from grades suggested by the system in the “grades” table, this fact should be noted in the “note” bar.

Step 4.

After verifying the information on the diploma thesis and the course of the diploma thesis defence, the report should be signed in the “signatures” section by selecting the “sign the report” button.

Signatures		
Przewodniczący	Name and surname	SIGNED 2021-07-09 12:28
Promotor	Name and surname	SIGNED 2021-07-09 12:28
Recenzent	Name and surname	NOT SIGNED
		Sign the report

The system will display a message with the request to confirm the action:

The report will be signed.

This action CANNOT BE UNDONE.

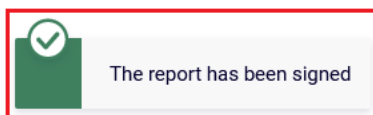
Are you sure you want to continue?



ATTENTION! The action of signing the report cannot be undone.

After signing the report, the system will display the message **“The report has been signed by you”**, and in the **“Signatures”** section, next to the name and surname of the Supervisor / Reviewer, there will be the status **“Signed/ You have already signed this report”** along with information about the date and time of signing it in the APD system.

The status of the report will also change, and the diploma thesis will receive the status of **“thesis has been defended”**.



Download the report as PDF

Status	
You have already signed this report	
	<p>The exam has finished with a positive result.</p> <p>The report is approved and signed by all board members.</p> <p>Date of defence: 2021-07-05 17:00</p>

The title of the diploma thesis
Bachelor thesis

Status



Thesis information		Files	Anti-plagiarism	Reviewers	Reviews	Defence	ORPPD
Author:							
Thesis:							
Diploma type:	Bachelor of Logopedics and Audiology (L-LIC)						
Study average:	4						
Defence board:							
Board role:	przewodniczący						
Date of defence:							
Is defence remote:							
Place of defence:							
Exam report:	Go to exam report (signed by all)						

Step 5.

The report is ready for downloading as a PDF file after signing it by all Members of the Committee.




In order to download the report, select the **“Download the report as PDF”** button. The file download window will display and after seeing it, select the **“OK”** button.

 **Download the report as PDF**

Otwieranie Protokół egzaminu licencjackiego -

Rozpoczęto pobieranie pliku:

 **Protokół egzaminu licencjackiego -** [redacted]

Typ pliku: Dokument PDF

Adres: <https://test.usos.umcs.pl>

Po ukończeniu pobierania:

Otwórz w programie Firefox

Otwórz za pomocą: Adobe Acrobat Reader DC (domyślny) ▾

Zapisz plik

Pamiętaj tę decyzję dla wszystkich plików tego typu

OK

Anuluj

The downloaded report has the following form:

Maria Curie-Skłodowska University
Faculty of [REDACTED]

Lublin, 06.07.2021

**REPORT
OF THE LICENCJAT EXAMINATION**

held on 06.07.2021

Ms [REDACTED]



00159336

Student book number: [REDACTED]

Field of Study: **logopedics with audiology**, full-time study, first cycle programme

Specialisation:

Pursued a programme of study in: 2018/19 - 2020/21

Submitted a

thesis entitled: [REDACTED]

The Licencjat examination has been scheduled on 06.07.2021 in front of the Examination Board composed of:

przewodniczący: [REDACTED]

promotor: [REDACTED]

recenzent: [REDACTED]

Exam questions	Grade
[REDACTED]	5,0
[REDACTED]	5,0
[REDACTED]	5,0

The Examination Board ascertained that the Candidate [REDACTED] had passed the Licencjat examination with the grade: **excellent**

Taking into consideration:

<u>the average grade of studies</u>	4 *	3 =	<u>12,00</u>
<u>the grade awarded on the thesis</u>	5 *	1 =	<u>5,00</u>
<u>the present examination grade</u>	5 *	1 =	<u>5,00</u>

Grade of studies: (22/5) 4,4

the Examination Board decided to award the Candidate the degree of **licencjat**

Grade of studies (to be entered on the diploma):

dobry plus

Signatures of the Members of the Board

Signature of the Chairperson of the Board

electronically approved 2021-07-06 11:58

electronically approved 2021-07-06 11:56

electronically approved 2021-07-06 11:57

ATTENTION! The report in the form of a PDF file may be downloaded directly from the APD system only by Members of the Examination Committee and the author of the diploma thesis. At this stage - after the report has been approved and signed by all Members of the Committee, it is not possible to introduce changes to the report - and it is not possible to complete comments/ notes. Printing the report with additional comments (i.e. online way of conducting the diploma examination or the fact of interrupting the examination with the decision to repeat it) is possible in the USOSadm by the Dean's Office employee.