



DEFENSE 2023 - Information for Students

To ensure a smooth process for joining the defense and obtaining your diploma, please follow the steps outlined below:

Academic Requirements:

- Successfully complete all the courses and pass the last semester of your studies.
- Verify that all your grades are accurately entered in the USOS system. If you notice any deficiencies or inaccuracies, promptly report them to your teachers.

Diploma Thesis Submission:

- Familiarize yourself with the instructions on how to upload your diploma thesis to the APD system. You can find the instructions at the following link: [APD Instructions for Students](#)

Thesis Information Tab:

- Review the subject of your diploma thesis and report any errors or typos to your student dean's office immediately.
- Enter the abstract and keywords related to your thesis.

Files Tab:

- Upload the final, well-formatted version of your thesis to the APD system.
- Prior to uploading, ensure that your file includes the correct title page and follows the EC template (title page/blank page/table of contents/abstract/introduction/further content, etc.).
- Verify that the thesis contains accurate information about the author, title, field of study, faculty, and supervisor.
- After submission, await approval from your supervisor. If changes are required, make the necessary revisions and repeat stages 1 and 2.

Important!

- ✓ In the *Files tab*, click: "Forward to the approval of the supervisor" (the following link on [page 12](#))

Note: A printed copy of the thesis is not required.

Diploma Application:

- Three working days before your defense, bring the following items to your Student Dean's Office:
 1. Four photos for the diploma (dimensions: 4.5x6.5 cm).
 2. The signed Declaration with APD ([download link](#))
- Submit an application via the USOS system to request a copy of the diploma and its supplement in English. ([instruction](#))

Diploma Collection:

- The diploma will be issued approximately one month after your defense.
- In the USOSweb system, check the field "Receipt of the diploma from..." rather than the "Date of issuing the diploma"

By following these guidelines, you will be well-prepared to join the defense and obtain your diploma.

If you have any further questions or concerns, do not hesitate to contact your student dean's office for assistance. Good luck with your defense!

