



## 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!**

