

Instruction of the Dean of Bachelor Studies from 26th of July 2021 on submitting the bachelor thesis

With reference to §38.3 of Rules and Regulations effective from 1st of October 2021 I introduce the following rules concerning submitting the bachelor thesis:

1) The submission of the thesis is done by uploading it by the student to APD system and sending it for anti-plagiarism verification by the supervisor.

ATTENTION: scan of signed statement of author of bachelor thesis should be uploaded in separate file (in PDF form).

2) After receiving the report from the anti-plagiarism test, the supervisor fills the review paper in APD system. After the review has been prepared, the supervisor sends **an e-mail from the SGH account** to obrony.licencjat@sgh.waw.pl which says "I accept as bachelor thesis" and indicating the proposed reviewer. In the e-mail title should be „supervisor XXXXX”, where XXXXX is the student’s number.

3) If the Rules and Regulations or Dean’s Instruction specify the latest deadline of submitting the thesis, it is deemed to have been met if **the supervisor accepts the review in APD** system before the deadline.

4) Within 7 days the latest from the moment the thesis is uploaded to the APD system, the student shall send an e-mail **from the SGH e-mail address** to obrony.licencjat@sgh.waw.pl entitled “student XXXXX”, where XXXXX is the student’s number, giving the current telephone number, which is obliged to answer especially during the defence date, in case of technical problems on the part of the university.

The attachment to this e-mail are:

- personal questionnaire, which can be downloaded from the website: [personal questionnaire](#)
- confirmation of payment for the diploma, paid by bank transfer to the individual account number from VDO,
- in case of extracurricular achievements, about which information is included in the diploma supplement – additionally filled annex available on the website [statement of the student's additional activity](#) and confirmation of particular achievements in the form of e-mails send by appropriate SGH units or scans of documents. The total volume of the attachments shall not exceed 20 Mb.

5) The Dean’s office notifies the reviewer appointed by the Dean of a thesis waiting for the review. The reviewer fill the form in the APD system withing 15 days from the day of receiving the information.

6) After receiving the complete documentation and verifying the student's completion of studies, the Dean's office informs the supervisor, reviewer and student about the planned date of defence, no later than 7 days before its date by e-mail to the SGH e-mail address.

The instruction shall come into force on 1st of October 2021 and shall remain in force until further notice.

Thus, the previous Instruction of the Dean of Bachelor Studies on submitting the bachelor thesis from 25th of June 2021 is no longer in effect.