

Academy of Social Sciences

Branch office in Warsaw

Ul. Łucka 11

00-842 Warszawa

Subject: submitting diploma theses during COVID-19

Electronic documents should be sent to the Dean's Office for approval and then, until the epidemic restrictions are in force, the student is obliged to send the original documents in an unsigned white folder with a rubber band to the Dean's Office via Poczta Polska (Polish Post) to the University's address with the note: "Dean's Office .... (room number) and field of study":

- Dissertation printed according to the formerly accepted pattern (4 pages of the dissertation printed on 1 sheet of paper, both sides), pre-punched and tied with a natural string (the pattern how to print is in the student zone in the "Dissertation" tab in the Files to download bar)

- thesis in Word and Pdf format together with the disc

- confirmation (printed e-mail) from the library about not being behind with books - all students even those who have never used the library (e-mail to the library: biblioteka\_wawa@san.edu.pl)

- a printout of an approved report from the Promoter's anti-plagiarism system

- a statement about the independence of writing the thesis (to be downloaded in the student zone under the Thesis tab in the Files to download section)

- specialization and specialization choice form (to download in the student zone in the Diploma work tab in the Files to download section)

- data update (to download in the student zone in the "diploma work" tab in the Files to download section)

- Examination of professional achievements (to download at the student zone in the diploma thesis tab in the Downloads tab)

- Application for conducting the diploma examination in the on-line system (to download at the student zone in the diploma thesis tab in the Downloads tab)

- Diploma fee (fee for archiving and storing student's documentation according to the law for 50 years) in the amount of PLN 350 paid to account no: PKO BP SA O/Łódź Nr: 18 1020 3352 0000 1202 0011 2086 (if the fee has been paid, paying it again is not required)

NOTE!

- The documents should be sent by POLISH POST, preferably with the RECEIPT OF DELIVERY, not with a receipt.
- Documents can be submitted to the Dean's Office in person after making an appointment through the website <https://warszawa.san.edu.pl/kontakt-3> (registration should be made in advance due to the ongoing restrictions).
- If you have borrowed books from the SAN Library, please clear them with the library immediately.
- First term defenses are scheduled from 04.07.2021 to 15.07.2021.
- After submitting your documents to the Dean's Office, please refer to the online Defenses Instructions file.
- Detailed schedules will also appear on the website in the Defense Schedules bar for which you should patiently wait.