The final version **(I)** of your Thesis have to be submitted to the Dean’s Office at least a week before the defence date. It means that Students who defend:

- June 30th – have to submit before June 22th

- June 14th or 19th – have to submit before June 30th

If you will not be able to meet this deadline (June 30th), please apply for extension (file attached)

From the date of full submission of your Thesis you will have 30 days for the defence.

In case you apply for the extension the period of extension can be up to August 30th.

**I.**

**(final version)**

**DEAN’S OFFICE**



* printed two-sided (!)
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**+ F4 Form**

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**(!) double-check Thesis title if identical as in Thesis form**

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if positive then you can proceed:

1. **Supervisor is checking thesis in Plagiarism System**
2. **Supervisor or Student will submit the thesis with certificate from Plagiarism System to the Dean’s Office**
3. **Dean’s Office give you a Review Form 🡪**

**II.**

**for**

**REVIEWER**



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**+ Review Form** (from Dean’s Office)

+ Have to be stamped by (a) your Supervisor, (b) your Department stamp, (c) Dean’s Office stamp.

To be submitted to the Reviewer (remember to ask about the Article assigned by the Reviewer)

The Review will be available for you at least 3 days before the defence date in the Dean’s Office.

**III.**

**for**

**SUPERVISOR**



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* one or two-sided (ask your supervisor)

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This is a copy for your Supervisor:)

**After the defence (when you’ll have a Graduate status in the Virtual Dean’s Office) you are supposed to submit it to the University Repository (file named:** [University Repository of Diploma Theses](https://wtd.up.poznan.pl/sites/default/files/COURSES/University%20Repository%20of%20Diploma%20Theses.pdf) **at the website:** <https://wtd.up.poznan.pl/en/masters_courses/wood_science> **)**

*F4 form*

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1. Considering the substantive contribution by the promoter. [↑](#footnote-ref-1)