THE DIPLOMANT PREPARES AND SUBMIT TO THE DEAN'S OFFICE AT LEAST THREE WEEKS BEFORE THE PLANNED DATE OF DEFENSE:

1) 2 copies of the diploma thesis in the final version, signed by the supervisor

The cover in dark green, see the schemes: *Diploma cover design* and *Front Page design*

2) 2 CDs (including 1 CD-RW) with the diploma thesis in 2 versions:

1 in PDF and 1 in DOC or DOCX format

a) files on CDs should be named uniformly, described in capital letters, according to the formula:

NAME\_SURNAME\_ ALBUM\_DIPLOMA WORK

b) the CDs should be signed by computer or by hand with a CD marker, according to the formula:

FIRST NAME, SURNAME, ALBUM NUMBER, TITLE OF WORK

c) CDs only in paper or foil envelopes should be stuck on the inside of the cover at the end of each copy of the work, one item. The CD-RW is delivered loose.

3) application for admission to the diploma examination

4) plagiarism test report printed and signed by the supervisor

5) student's individual achievement card

6) reviewer selection form completed and signed by the promoter

7) declaration on the processing of personal data printed from eHMS (tab: my data - personal data processing).

8) [Application for a diploma in English](http://student.wzim.sggw.pl/wp-content/uploads/2022/01/Application-for-a-diploma-in-English.docx)

The graduate student will receive 2 sets (diploma + supplement) in Polish and 1 set in English (additional set in English may be printed at the cost 20 zł, payed before the defence).

**Receipt of a graduation diploma**

Up to 4 weeks from the defence, the information is visible in the eHMS.

„Old” Campus SGGW, building no. 8, I floor, room no.101

ul. Nowoursynowska 166,   
Monday to Friday, 8.30 a.m to 3.30. p.m

To collect the diploma, it is necessary to present a valid identity card or passport.