PROCEDURE FOR SUBMITTING DOCUMENTS FOR DIPLOMA EXAMINATION

1. Student delivers the documents between 8th and 9th of February 2024 from 9a.m. to 1p.m. or sends them by REGISTERED LETTER or SPEDITION COMPANY (DHL, DPD etc.) to following address:

**Wydział Mechaniczny**

**ul. Łukasiewicza 5 (bud.B5 pok.114)**

**50-370 Wrocław**

**On the envelope please add „Set of documents” and information about faculty, field of study and bachelor or master degree.**

*The documents must reach the dean’s office by the 09.02.2024 till 3:00 p.m.*

*Failing to reach this deadline might become a reason to not being able approach the diploma examination*

1. Student is submitting documents according to the checklist which he/she adds **to the file folder with elastic band.** The checklist must be stapled to the first page of the folder
2. Student marks on the checklist which documents are in the folder

*By signing the checklist the student confirms that all the documents are in the folder*

1. Some of the documents can be delivered by the supervisor (**it first has to be consulted with the supervisor**) :
* Diploma first page masters/bachelor with grade and signature
* Supervisor’s review
* Reviewer’s review
* General report
1. Student delivers the document set in a paper folder and leaves it in the dean’s office for the full-time students

The documents will be checked in the diploma department the next day, and the student will receive an e-mail informing him if something is missing or filled in incorrectly

1. Students who will not deliver the whole set of documents according to the checklist will not be able to attend the diploma examination.

**Check the correctness of the data in the system. First name, middle name, last name, place of birth (city, country)**

**If the data is not correct, please report it to the dean’s office.**

**Students who want to attend the diploma examination must not have any due payments (tuition fees, retake courses fees, payment for the diploma printing)**

**The list of required documents is available on our faculty website:**

[**https://wm.pwr.edu.pl/en/**](https://wm.pwr.edu.pl/en/)

**Students > Diplomants > Diploma Exam**