

**Principles of issuing of topics
of diploma thesis for students
at the Faculty of Civil Engineering (FCE) of the Warsaw
University of Technology (WUT) in 2020/2021 Academic Year.**

- Each student of FCE has the right to choose any topic of thesis within the scope of the field of study of Construction, that is associated with the studied specialization, proposed or accepted by an academic teacher of FCE (thesis supervisor), who is authorized to supervise diploma theses at a given degree of studies.

- An academic teacher, who is authorized to supervise diploma theses, may be the supervisor of up to **ten** diploma theses, including no more than **four** master diploma theses, issued in a given academic year and completed by December 20 of the following academic year.

- The lists of topics are made available to students, on the Faculty website tab: [Students/Download of Files/Diploma](#). Student may propose his own thesis topic, after it has been consulted with his/her supervisor.

- Students of:
 - 6th semester of full-time first-cycle studies,
 - 2nd semester of full-time second-cycle studies,are supposed to choose a topic and a thesis and supervisor either, by June 30, 2020 (1st round) or by December 31, 2020 (2nd round).

- Students are obliged to sign up, in the USOSweb, for the subject “Diplomas” to a student group that is conducted by the chosen supervisor.

Following students are authorized to sign up in USOSweb:

- full-time studies: 6th semester (first cycle)
- full-time studies 2nd semester (second cycle)

The subject can be found at “Registration” (Rejestracja) named “List of Graduates” (Lista dyplomantów) of 2020/2021. Students have the option of enrol to any teacher, who’s authorized to supervise diploma theses at FCE, and has not yet filled

up the limit of ten students (four MSc students included).

Find the subject named “*Diplomas*” (Dyplomy) – “*Team/Department*” (Zespół/Zakład), in which your supervisor is employed and sign up to the appropriate student’s group.

Students who have not collected required consent of teacher, will be removed from the list. Signing up is available at the “*For students/Registration*” (Dla studentów/Rejestracja) tab.

- A “*Form of Issuing of Topic of Diploma Thesis*”, with the topic of the thesis and the supervisor’s name on it, signed by the student, supervisor, head of the Faculty unit (head of department and director of institute) and, in case of the master diploma thesis, also by the supervisor of the specialization, is supposed to be submitted to the Deanery. Templates of the “*Form of Issuing of Topic of Diploma Thesis*” are available on the Faculty website tab: [Students/Download of Files/Diploma](#). When completing a “*Form of Issuing of Topic of Diploma Thesis*”, particular attention should be paid to the legibility of filling up - preferably in printed form.
- After all required signatures have been obtained and signing up, in the USOSweb to the supervisor’s group has been completed too, students immediately, but not later than four weeks prior completion of thesis, turn over the “*Form of Issuing of Topic of Diploma Thesis*” to the Deanery.
- After Deanery enters the data from the “*Form of Issuing of Topic of Diploma Thesis*”, students should check the correctness of all data. Any inconsistencies should immediately be reported to the Deanery by e-mail.
- In case of a change of topic of the thesis, appropriate amendments should be made to the “*Form of Issuing of Topic of Diploma Thesis*” (new or amended). Should the “*Form of Issuing of Topic of Diploma Thesis*” has been amended, confirmation signature of supervisor is required. An updated “*Form of Issuing of Topic of Diploma Thesis*” should be delivered to the Deanery before thesis is actually uploaded to the APD. Any amendments to topic of thesis is not allowed without the approval of the supervisor and without informing the Deanery about it, in order to update the data in USOS APD.
- The diploma thesis is supposed to be accomplished in the same academic year in which the topic of thesis and the supervisor of it, are chosen. If the diploma thesis is not accomplished by the end of the academic year, it may be submitted by December 20 of the following academic year, provided, that student was enrolled in USOSweb for the previous year.

If student was not on the list of his/her supervisor’s diploma theses in USOSweb last

year, then he/she should register again, within the supervisor's limit of theses for the current academic year.

The possibility of completing the thesis by December 20 of the next academic year, does not release students from the necessity of completing all necessary formalities, such as: be registered for the next semester or get permission to extend the deadline of submitting thesis (up to 3 months) or be resumed "on the day of defence of thesis".

- If student fails to submit thesis by December 20 of the following academic year, at the latest, realization of the thesis is possible, but:
 - After completion of relevant formalities during studies
 - repetition of the semester
 - or
 - resumption as of the day of defence of thesis
 - and extension of topics validity by supervisor,
 - and the need of re-enrolment in list of students for the same supervisor.

If, either, the limit of theses of supervisor in the academic year, has been filled up or supervisor decides not to extend validity of topic of thesis, student should find a new topic and a new supervisor.

If student fails to complete thesis in the academic year, supervisor may end supervision of thesis at any time and withdraw it from the list of theses being carried out.

- Student may resign to continue his/her thesis with the chosen supervisor and choose, both, a different topic and supervisor.

Specialization/speciality coordinators:

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