Detailed information for students that are to proceed with diploma exam at the FoCE WUT

Deadline for submitting the diploma thesis

According to § 30 point 1 of the WUT Academic Regulations, a student shall be required to submit his or her diploma thesis to the thesis supervisor, through the IT system, no later than three weeks before the end of the semester in the case of a Bachelor's (inżynier) thesis, and until the last day prior to the beginning of the registration period in the case of a Master's (magister) thesis.

Point 2 § 30 gives the Dean an opportunity, at the request of the thesis supervisor or at the request of the student, to extend the deadline for the submission of the diploma thesis, but this shall not exceed a period of three months from the deadlines set in section 1 above.

A. Last year student should **choose a supervisor of their diploma thesis** and receive a preliminary approval from a supervisor to realize their thesis. Proposals for topics of diploma theses can be checked on this webpage: https://www.il.pw.edu.pl/en/dokumenty-english/#Diploma_list-of-topics.

B. **Register in the USOSweb for the course "*The list of graduates*".**
✓ The registration is available in the tab "*Student's Section/Registrations/Registrations for courses*".
✓ Student finds the course called "*The list of graduates – name of the Department in which the chosen supervisor is employed*" and registers to an adequate group.

C. **Submission a topic of a diploma thesis – a** student should, not less than 4 weeks before finishing their diploma thesis, deliver to the Dean's office, physically or via e-mail, a current Form of Issuing of the Diploma Topic. The Card must be signed by both the supervisor and the Head of the Unit/Department/ Institute in which the supervisor is employed.

The diploma thesis is to be pursued in the same academic year, in which it has been issued by the chosen supervisor. The Card is valid until the end of the academic year in which the thesis' topic was issued.

The Dean's office has 10 working days to fill in the data from the Form of the Issuing of the Diploma Topic in the USOS APD system.

D. **Submission of the detailed information concerning the diploma thesis to the APD (Archive of Diploma thesis) system in order to make it available for the supervisor and a reviewer.**
Student is supposed to log on to the system at https://apd.usos.pw.edu.pl with the same login and password as used at USOSweb. In the APD student updates information concerning the diploma thesis, i.e.: key words, summary of the thesis (in Polish and English language), and attaches the diploma thesis file with the required appendices. Subsequently, the student sends all the data for the supervisor's acceptance in the system.
1. Editorial Form of the Diploma thesis should be prepared in accordance with "The Guidelines" (as below);
2. The name of the thesis file should match the following pattern: engineer/master thesis-last name-first name-student's ID number
3. The name of the attachment should match the following pattern: attachment-1-last name-first name-student's ID number
4. Name of the file MUST NOT contain dots
5. The thesis file should be saved as .pdf format, while attachments can be saved as .pdf, .dwg, .zip formats.
6. There are three files only allowed to be submitted into the system: one diploma thesis file (must not exceed 15 MB) and two attachment files (size of each file must not exceed 100 MB).

E. The student makes an **Application on preparing diploma supplement in USOSweb**.
The Dean's office checks if the student has satisfied the requirements laid down in the study programme and generates a diploma supplement, which is sent to the student via the USOSweb system for their acceptance.

The student confirms the supplement or returns it for corrections according to the instruction available at the webpage: https://www.il.pw.edu.pl/en/dokumenty-english/#Diploma_documents (the instruction is also available in the USOSweb system).

F. Within 5 working days of the uploading of the diploma thesis by the student, the supervisor shall prepare an opinion on approval of the diploma thesis and propose a grade for the thesis. Information concerning the thesis' status is e-mailed to the student.

G. After the receipt of the supervisor's positive opinion, but also after approving the diploma supplement, the student shall submit to the dean an **Application for admission to the diploma examination** without delay.
The supervisor approves in the Application for admission to the diploma examination that the thesis has been checked in the Unified Anti-plagiarism System and is ready for the defense.

H. The Dean's office checks if the student has settled all the due obligations towards the University. If the obligations are not settled the Dean denies admission to the diploma examination. The student can apply again after settling the due obligations.
The decision to admit a student to the diploma examination shall be taken by the dean within 5 working days of submission of the Application for admission to the diploma examination.

I. The reviewer shall draw up a review of the thesis, including the proposed grade in the APD system. The student shall have the right to become familiar with the review no later than 3 days before the date of the diploma examination.

J. The diploma examination should be held no later than within 30 working days following the date of the positive dean's decision, excluding class-free days.

K. During the diploma examination, the student is obliged to present their original thesis in the form of a hard copy to the board. The cover of the diploma thesis the student receives in the Dean's office before the diploma examination. The diploma thesis should be printed according to the Guidelines (as below).

L. Student may apply for the diploma translated into languages other than English (i.e. French, Spanish, Russian or German). In this situation they deliver the summary of the thesis in this language to the Deanery and attach it into the APD system.

THE GUIDELINES

Cover
The required cover in accordance with the Regulation of Rector No. 43/2016, dated 8 September 2016, a student receives in the Deanery.

**Layout of the thesis**
1. Front page – should be printed out from APD module (icon "Thesis information card")
2. Summary of the thesis, select as appropriate:
If the language of the thesis is English, then:
- summary of the thesis in English, that includes its title, set of key words (volume - 1 page, line spacing - single, font 12) and,
- summary of the thesis in Polish, that includes its title, set of key words (volume - 1 page, line spacing - single, font 12) and,
- summary of the thesis in language neither Polish nor English, that includes its title, set of key words – if student applies for a copy of the diploma translated into the language other than English (volume - 1 page, line spacing - single, font 12) – optionally.
3. Table of contents
4. Chapters of the thesis
5. Bibliography
6. List of symbols and abbreviations
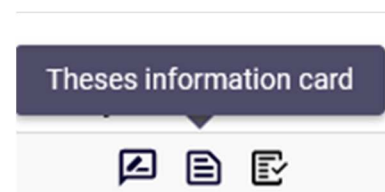
7. List of figures
8. List of tables
9. List of appendices
10. Appendices

Editorial guidelines

It is recommended to apply the following editorial guidelines to the diploma thesis:

Editorial elements	Required/recommended/optional
Duplex printing	required
Margins • Internal – 30 mm • External – 20 mm • Upper & lower – 25 mm	recommended
Typeface (font) - sans serif, size 11 (e.g. Arial, Verdana) *	recommended
Line spacing 1.15	recommended
Pagination: located at the bottom of the outer side with mirror image at even and odd pages.	required
Paragraph • Indentation 0,5 cm • Without indentation with line spacing 4, before paragraph	optional
Source referencing • numerical style according to PN norm • Harvard style	optional
Numbering of figures and tables • Sequential throughout the thesis • Separate in chapters	optional
Bibliography in alphabetical order sorted by author's last name	recommended
Title of table Placed over top of table – left-aligned, sans serif typeface, size 9	recommended
Title of figure Placed under bottom of figure – left-aligned, sans serif typeface, size 9	recommended
Source of figure and table Placed under bottom of figure – left-aligned, sans serif typeface, size 9	recommended
Subchapters Three level depth	required
First level chapters – starting at new page	recommended
Editorial elements	Required/recommended/optional
Fonts of titles of main chapters Bold, sans serif; Size: • 1st level title – 14 • 2nd level title – 13	recommended

• 3rd level title – 12	
<u>Bulleted listing</u> – either dot or dash	recommended
<u>Footnote</u> – sequential numbering throughout the thesis, sans serif typeface, same as in the text, size 9	recommended

* if the thesis contains math formulae and calculations predominantly, the serif typeface would be accepted, e.g. *Times New Roman.*

The way, both the footnotes and bibliography (different styles) can be edited, is available from the Main Library of WUT website at "*For authors of diploma thesis*"
http://www.bg.pw.edu.pl/index.php/przypisy-i-bibliografia

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