

# Graduating at the Faculty of EE WUT.

## Steps of procedure

valid since 4<sup>th</sup> December 2020

Step	Role	Activity	Comments
1	Student	A student should select a topic and a supervisor for her/his diploma thesis.	Propositions of topics are shown in the department's information portal.
2	Supervisor	The supervisor, in cooperation with the student, should establish the title and the scope of the thesis and enter the data in the system.	The topic should be undertaken within one year and finished within two years.
3	Head of Division	A Head of Division accepts the title and the scope of the thesis in the system.	The date of acceptance becomes the date of issuing the diploma thesis. Each division has its own listing of issued titles of diploma theses.
4	Student, Supervisor	The student, in cooperation with her/his supervisor, works on the thesis.	
5	Supervisor	The supervisor decides that the thesis is ready for defence. The supervisor starts the diploma procedure in the diploma thesis bookmark in ISOD.	The department does not accept or archive printed diploma theses. The diploma thesis is only available in an online version.
6	Student	Student pieces all the documents together and submits online an application on preparing a supplement (certification of completion is required for submitting the application). <b>NOTE: Students who have status 'resumption in order to take the diploma examination'</b> may submit an application to prepare the supplement after submitting the diploma thesis and collecting a decision about resumption. The diploma thesis should be submitted <b>at least 10 days before</b> the planned date of the thesis defense.	First, the student submits an online application to prepare a supplement in the USOSweb. The application should be submitted before the application on allowing thesis defence (step 12).
		The student sends to the system a PDF file with the final version of the diploma thesis.	The file will be automatically archived in the central systems of the University (APD).
7	Supervisor	The supervisor orders an anti-plagiarism analysis in the JSA system, then approves and uploads the anti-plagiarism report in ISOD.	
8	Supervisor	The supervisor blocks in ISOD the file with the final version of the thesis and <b>accepts</b> in ISOD the diploma thesis for the defense. (in the diploma thesis bookmark; attachment No.1). <b>A positive opinion from the supervisor is</b>	<b>NOTE: The date of acceptance entered into the system is the date of submitting the thesis.</b> Failure to submit it on time results in striking the student off the

		<b>essential for recognizing the diploma thesis as submitted.</b>	register of students.
9	Dean	Dean's office prepares a supplement	
10	Student	The student checks and accepts the supplement in the USOSweb system. Confirms declaration of authorship in the USOS APD system.	
11	Student	Student checks the correctness of all the records in the IT systems (ISOD, USOS). The student submits an electronic application for admission to the diploma exam in ISOD in view of the diploma thesis procedure.	The system sends an email to the supervisor with a notification on submitting the application and a request to accept it.
12	Supervisor	The supervisor confirms in ISOD acceptance of the thesis and makes an electronic signature on the application for admission to the diploma exam.	The supervisor obtains access to the application by clicking on the link in the message with notification or by entering the individual's cooperation with the student. After the supervisor signs, the application on admission is automatically directed to the Head of the Diploma Unit, who receives access to the application in the bookmark <i>Diploma Theses</i> -> <i>Diploma Theses approved for defense</i> .
13	Head of Division	The Head of the Division proposes in ISOD a date for the diploma examination, and the Members of the Examination Board and the reviewer accept the application.	The Examination Board for the diploma examination should consist of at least 4 members, including: the Chairperson of the Board, the supervisor of the diploma thesis, the reviewer, and an academic teacher representing the specialization or field of study of the student taking the examination (§31 p. 4). The exam should take place on dates given by the Dean in the document <i>Deadlines for submission of diploma theses</i> , but not later than 30 business days from the date of submission of the diploma thesis. The Head of Division accepts the application by making an electronic signature on it. After making a signature on the application on admission to the diploma exam by the Head of Division, the application is automatically directed to the

			Dean's Office.
14	Dean	The Dean decides on admission to the diploma examination, appoints the Examination Board, and selects the reviewer.	
15	Student	The student reads the reviews of the diploma thesis.	The supervisor and the reviewer need to upload their opinions in the iSOD System at least <b>3 days</b> before the diploma examination.
16	Examination Board	The Secretary of the Board downloads the set of documents shared in the system in the bookmark <i>Diploma Theses</i> -> <i>Diploma Theses approved for defense</i> .	
17	Student, Examination Board	Student accedes to the diploma examination.	
18	Head of Examination Board	The Members of the Examination Board of the diploma examination immediately after the diploma examination make their signatures (electronic signatures in APD) in the protocol.	The protocol becomes finalized.
19	Dean	The Dean's Office fills the documentation of studies.	
5.1	Student	In case of inability to submit the thesis before the deadline, a student may apply to the Dean for extension of the final date of thesis submission. The prolongation can be maximally equal to three months. The supervisor has to give her/his opinion on this application.	The application must be provided to the Dean's Office not later than the last day required for the thesis submission.
5.2a	Dean	The Dean considers the application.	
5.2b	Dean	In case of not submitting the diploma thesis (step 8) or the application for extension, the Dean shall take a decision to strike a student off the register of students.	
14.1	Dean	In case of a negative result of the diploma examination or not taking the exam, the Dean appoints a second and final date of the diploma examination.	The second date of the diploma examination has to take place no earlier than one month and no later than three months from the date of the first diploma exam.
14.2	Dean	In case of a negative result of the second examination, the Dean strikes the student off the register of students.	