

Graduating at the Faculty of EE WUT. Steps of procedure

valid since 4th December 2020

Step	Role	Activity	Comments
1	Student	A Student should select a Supervisor of her/his diploma thesis.	Propositions of topics are shown in the ISOD System
2	Supervisor	The Supervisor in cooperation with the Student should establish the title and the scope of the thesis and enters the data in iSOD.	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 ISOD System.	Date of acceptance becomes the date of edition of the title of the diploma thesis. Each division has its own listing of edited titles of diploma theses.
4	Student, Supervisor	The Student in cooperation with her/his Supervisor elaborates the thesis.	
5	Supervisor	The Supervisor makes a decision that the thesis is ready for printing and binding. The Supervisor starts the diploma procedure in the diploma thesis bookmark.	Exceptionally, the Supervisor can undertake activities from point 7 before binding.
6	Student	The Student collects all the documents and submits them in the Dean`s Office.	The documents must be submitted before applying for the admission to the thesis exam (step 9). The list of all required documents is given in the document PD_104.
		The Student receives the cover from the Division Office, binds the thesis and passes it to the ISOD System as 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 uploads and approves the anti-plagiarism report in ISOD.	
8	Supervisor	The Supervisor blocks in ISOD the file with the final version of the thesis and accepts in ISOD the diploma thesis for the defence. (in the diploma thesis bookmark)	NOTE: The date of acceptance entered into the ISOD System is the date of submitting the thesis. Not submitting it on time causes striking the student off the register of students.
9	Student	The 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 the view of the diploma thesis procedure.	The system sends an email to the Supervisor with notification on submitting application and request of accepting it.

10	Supervisor	The Supervisor confirms in ISOD accepting of the thesis and makes an electronic signature on the application on admission to the diploma exam.	The Supervisor obtains an access to the application by clicking on the link in the message with notification or by entering the individual cooperation with student. After making the signature by the Supervisor the application on admission is automatically directed to the Head of the diploma unit, who receives an access to the application in the bookmark <i>Diploma Theses</i> -> <i>Diploma Theses approved for defense</i> .
11	Head of Division	The Head of Division proposes in ISOD a date of the diploma examination, Members of the Examination Board and the Reviewer and accepts 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 within 30 business days from the date of submission the diploma thesis. The Head of Division accepts the application by making on it an electronic signature. After making 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.
12	Dean	The Dean makes a decision on admission to the diploma examination, appoints the Examination Board, and selects the Reviewer.	
13	Student	Student reads the reviews of the diploma thesis.	The Supervisor and the Reviewer need to upload their opinions in the iSOD System, at least 3 days before the diploma examination.
14	Examination Board	The Secretary of the Board downloads the set of documents shared in ISOD in the bookmark	

		<i>Diploma Theses -> Diploma Theses approved for defense.</i>	
15	Student, Examination Board	Student accedes to the diploma examination.	
16	Head of Division	The Members of the Examination Board of the diploma examination immediately after the diploma examination make signatures (electronic signatures in APD) the protocol.	The protocol becomes closed.
17	Dean	The Dean`s Office fills the documentation of study and prepares a diploma supplement.	
5.1	Student	In case of inability of thesis submission 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 to this application.	Application must be provided to the Dean's Office not later than on 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 second, final date of the diploma examination.	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 first diploma exam.
14.2	Dean	In case of a negative result of second examination, the Dean strikes the Student off the register of students.	