

Rules of Diploma Procedure at the Faculty of Electrical Engineering WUT

valid since 1st January 2022

1. The student should be assigned the diploma thesis topic by the end of the semester preceding the diploma semester.
2. The student chooses the title of the diploma thesis and the supervisor from the offer posted in the ISOD system. He/She may also propose his/her own topic proposal. Topics proposed by the external unit are assessed by the Education Committee for the relevant subject and should be reported before the beginning of the semester in which the diploma is defended. Details of reporting topics from external supervisors are regulated by the Dean's decision no. 42 from 12.11.2024 concerning the authorization of people who are not employees of the Faculty of Electrical Engineering to supervise diploma theses.
3. The Directors of Divisions may establish detailed rules for reporting and verifying thesis topics, and for preparing for and conducting the diploma examination, which shall be obligatory for the employees and students of the Division.
4. The supervisor, after establishing cooperation with the student, enters into the system:
a) topic of the thesis in Polish, b) title of the thesis in English, c) purpose and scope of the thesis.
5. The topic and the scope of the thesis have to be accepted by the Director of the Division or the Vice Dean for Study. The Director of the Division has the right to refuse acceptance in case of considering that the topic or the scope does not meet the requirements of the diploma theses at Warsaw University of Technology. The acceptance or refusal of the thesis topic should take place immediately after entering into the system the data mentioned in point 3. The Division keeps the records of the released diploma topics.
6. The date of release of the topic of the diploma thesis is the date of acceptance of the thesis topic and the scope by the Director of the Division in the information system.
7. Releasing the topic of the thesis, which has not been started in a year after being released or has not been completed for two years after the assignment date, may be annulled by the Director of the Division or the Vice-Dean for Study. Annulment is being processed in the system, and after that student receives notification.
8. The condition of participation of the student in the Diploma Seminar is receiving the diploma thesis topic edition by the supervisor not later than the third week from the beginning of the semester in which the seminar is held. If the conditions are not met lecturer of the seminar strikes the student off from the lecture, which is equal to failing the seminar and the semester.
9. The diploma thesis must fulfill the requirements of §29 of the WUT Academic Regulations and should follow the edition standards prescribed in the Ordinance of the Rector no. 109/2021. The template of the title page of the diploma thesis (available in the information system) should be used to develop the front page.
10. The deadline of submitting the diploma thesis is defined by the Academic Regulations, and it is at least three weeks before the end of the semester for the Bachelor of Science Thesis and the last day before the beginning of the registration period in case of the Master of Science Thesis. The supervisor's positive opinion is an essential requirement for recognizing the diploma thesis as submitted.
11. The date of submitting the thesis is the date of locking the final version of the diploma thesis files and accepting the JSA report by the supervisor in the electronic system.

12. The student who does not submit the thesis on time will be struck off the register of students unless he/she receives an acceptance for extension of the deadline for submitting the thesis.
13. The student may apply to the Dean for extension of the final date of thesis submission for a maximum of three months. The application has to be provided to the Dean's Office not later than the last day required for the thesis submission and include the supervisor's consent. Not submitting the diploma thesis in the additional deadline results in striking the student from the register of students.
14. At least 3 weeks before the planned date of the diploma exam, the student submits an electronic application for preparation of the diploma supplement in USOSweb. Note: **Students with a status: 'resumption in order to take the diploma examination'** may apply after submitting the diploma thesis and collecting the Dean's decision on resumption. A student with status **'resumption in order to take the diploma examination'** should submit the diploma not later than **at least 10 days** before the planned date of the defense.
15. After fulfilling all the activities from point 11 by the supervisor, the student submits the electronic application for admission to the diploma examination (PD_108) in view of the diploma thesis procedure.
16. The supervisor confirms in the system acceptance of the thesis and makes an electronic signature on the application for admission to the diploma exam.
17. At least 5 days from the date of accepting the thesis by the supervisor, the Head of Division proposes that the Members of the Examination Board appoint the reviewer and accept the application for defense admission.
18. Student delivers the documents related to the diploma procedure to the Dean's Office.
19. After analyzing the documents, the Dean decides on admission to the diploma examination, accepts the Examination Board, and the reviewer.
20. The Head of Division appoints the date of the examination, and the Secretary of the Examination Board informs the student about the planned defense date at least 5 days before the diploma exam.
21. In case of Bachelor of Science Theses, at least one person – supervisor or reviewer – has to hold the academic degree; in case of Master of Science Theses, at least one person has to hold an academic title or a post-doctoral degree.
22. In case of multi-person diploma theses, the contribution of each author has to be clearly provided in the thesis. Opinions of the supervisor and the reviewer have to refer to the effect achieved by each author individually.
23. The diploma thesis has to include a summary of at least 2000 characters in Polish and English and a set of at least 5 keywords in Polish and English.
24. In the content of the thesis, the author has to clearly indicate the aim and scope of the thesis and indicate elements considered to be a result of his/her work.
25. The detailed steps of the diploma procedure are given in the document *Graduating at the Faculty of EE WUT. Steps of procedure* (PD_102).
26. Issues not described in these rules are regulated by the Academic Regulations at the Warsaw University of Technology.