
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 semestr preceding the diploma semestr.
2. The Student chooses the title of diploma thesis and the Supervisor from the offer posted in the ISOD system. He/She may also report his/her own topic proposal.
3. The Directors of Divisions may establish detailed rules of reporting and verification of the theses topics and also rules of preparing and proceeding the diploma examination, obligatory for the Employees and Students of the Division.
4. The Supervisor, after establishing cooperation with the Student, enters to the ISOD system: a) topic of the thesis in Polish, b) title of the thesis in English, c) the scope of the thesis.
5. The topic and the scope of the thesis have to be accepted by the Director of the Division. The Director of the Division has the right to refuse the acceptance in case of considering that the topic or the scope does not meet the requirements of the WUT diploma theses. The acceptance or refusal of the edition of the thesis topic should Take place immediately after entering to ISOD the data mentioned in the point. 3. The Division keeps the records of the edited diploma topics.
6. Date of edition of the topic of the diploma thesis is the date of acceptance the thesis topic and the scope by the Director of the Division in the ISOD system.
7. The Director of the Division may cancel the edition of the thesis topic in case of lack of starting it within one year or not finishing it within two years from the date of edition. Cancelling is made in the ISOD system and the Student receives a notification about it.
8. The Condition of participation of the Student in Diploma Seminar is receiving the diploma thesis topic edition by the Supervisor not later than in the third week from the beginning of the semester, in which the seminar is held.
9. The diploma thesis has to fulfill the requirements of the §29 of the WUT Academic Regulations and should follow the edition standards prescribed in the Ordinance of the Rector no. 109/2021. The pattern of the title-page of the diploma thesis (available in the ISOD 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 semestr for the Bachelor of Science Thesis and the last day before the beginning of the registration period in case of Master of Science Thesis.
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 to 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 three months. The application must be provided to the Dean's Office not later than on the last day required for the thesis submission in ISOD and include the acceptance of the Supervisor. Not submitting the diploma thesis in the additional deadline causes striking the student off the register of students .
14. At least 3 weeks before planned date of the diploma exam, Student submits an electronic PD_117 application on preparing diploma supplement in USOSweb. Note: **Students with a status: "resumption in order to take the**

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- diploma examination**” may submit a PD_117 application after submitting the diploma thesis and signing the decision on resumption. In this case the diploma thesis should be submitted not later than **at least 10 days** before planned date of the defense.
15. After fulfilling all the activities from the point 11 by the Supervisor, the Student submits the electronic application for admission to the diploma examination (PD_108) in ISOD in the view of the diploma thesis procedure.
 16. The Supervisor confirms in ISOD accepting of the thesis and makes an electronic signature on the application on 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 Members of the Examination Board, appoints the Reviewer and accepts the application on defense admission.
 18. Student delivers the documents, related to the diploma procedure, to the Dean`s Office.
 19. After analyzing the documents, the Dean makes a decision 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 Refiewer – has to hold the academic degree, in case of Master of Science Theses at least one person has to hold academic title or the post-doctoral degree.
 22. In case of multi-person diploma theses, the contribution of each Author has to be clearly provided in the thesis. Opinion of the Supervisor and the Reviewer has to referrs effects achieved by each Author individually.
 23. The diploma thesis has to include a summary of at east 2000 characters in Polish and in English and a set of at least 5 keywords in Polish and in English.
 24. In the content of the thesis the Author has to clearly indicate the aim of the thesis, the scope of the thesis and indicate elements, considered by him/her as a result of his/her work.
 25. The detailed steps of 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.