**Detailed information for students that are to proceed with diploma exam**

1. The conditions for taking the diploma exam are passing all the subjects included in the study program and completing the student internship. The student is obliged to check in the USOSweb the complete set of subjects realized during the studies, ECTS scores, and the entered grades' correctness.
2. Diploma exams take place on days: **6-8.07.2022 and 19-22.09.2022**
3. Deadline for submitting the diploma thesis: until **15.09.2022**
4. The student has the opportunity to apply for a deadline extension for thesis submission up to a maximum of 3 months (in which case the deadline for thesis submission is extended to 15 December)
5. Before taking the diploma exam, the student has to submit all the required documents to room 204 at least two weeks before the exam date. The documents’ templates can be downloaded from the Faculty’s website: https://www.wim.pw.edu.pl/wim\_en/Students/Documents

List of required documents:

* 1. Diploma exam application
  2. Supplement Information

1. Before taking the diploma exam, the Student should accept personal data and the diploma supplement on his USOSweb account. The Dean's Office sends information to the Student by e-mail when the supplement is ready for approval or comments. The Student should accept the data no later than one day from the date of receipt of the e-mail.
2. **Submission of the detailed information concerning diploma thesis to the APD (Archive of Diploma thesis) system to make it available for the supervisor and reviewer.**

A student is supposed to log on to the APD system at [https://apd.usos.pw.edu.pl,](https://apd.usos.pw.edu.pl/) with the same login and password as used at USOSweb and update information concerning the diploma thesis, i.e., keywords, summary of the thesis (in Polish and English language), diploma thesis file and required appendices, and subsequently send all of these for the supervisor’s acceptance.

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 – record book number.”
3. The name of the attachment should match the following pattern: “attachment-1-last name-first name – record book number.”
4. The name of the file must not contain dots!
5. The thesis’ file should be saved in .pdf format, while attachments can be saved as .pdf, .dwg, .zip formats.
6. Three files are only allowed to be submitted to the system: one diploma thesis’ file must not exceed 15 MB and two attachment files. The size of each file must not exceed 100 MB.

**F. Submitted data is to be reviewed by the supervisor, which results in either acceptance of diploma thesis or returning it for correction**. **The thesis is also checked in the Unified Anti-Plagiarism System.**

Information concerning the thesis’ status is e-mailed to the student. If the thesis is returned for corrections, the student should correct it and return it for acceptance.

Once the thesis has been accepted by the supervisor, it can be printed out in accordance with *“The Guidelines.”* The author’s statement form, which can be found in the APD system, is supposed to be printed out, as well, and attached to the thesis.

**GUIDELINES**

# Cover

The student receives three pcs. of the required cover, in accordance with the Rector’s Regulation No. 43/2016, dated 8 September 2016, while submitting documents required for the diploma exam in the Dean’s office.

# 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:

1. If the language of the thesis is Polish, then:
   * summary of the thesis in Polish, that includes its title, set of keywords (volume - 1 page, line spacing - single, font 12),
   * summary of the thesis in English, that includes its title, set of keywords (volume - 1 page, line spacing - single, font 12),
   * summary of the thesis in language neither Polish nor English, that includes its title, set of keywords – 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.
2. If the language of the thesis is English, then:
   * summary of the thesis in English, that includes its title, set of keywords (volume - 1 page, line spacing - single, font 12),
   * summary of the thesis in Polish, that includes its title, set of keywords (volume - 1 page, line spacing - single, font 12),
   * summary of the thesis in language neither Polish nor English, that includes its title, set of keywords – 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.

(c) If the language of the thesis is foreign but other than English, then:

* + - summary of the thesis in the foreign language, that includes its title, set of keywords (volume - 1 page, line spacing - single, font 12),
    - summary of the thesis in Polish, that includes its title, set of keywords (volume - 1 page, line spacing - single, font 12),
    - summary of the thesis in English, that includes its title, set of keywords (volume - 1 page, line spacing - single, font 12),
    - summary of the thesis in the foreign language, that includes its title, set of keywords – 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.
    1. Signed student’s authorship statement - printed out from the APD module (icon “Sharing consent”)
    2. Table of contents
    3. Subsequent chapters of the thesis
    4. Bibliography
    5. List of symbols and abbreviations
    6. List of figures
    7. List of tables
    8. List of appendices
    9. 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 – leftaligned, sans serif typeface, size 9 | recommended |
| Source of figure and table  Placed under bottom of figure – leftaligned, 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 * 3rd level title – 12 | recommended |
| Bulleted listing – either dot or dash | recommended |
| Footnote – sequential numbering throughout the thesis, sans serif typeface, same as in the text, size 9 | recommended |

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

**Guidelines how to edit both the footnotes and bibliography** (different styles) can be found at the website of WUT Main Library: https://bg.pw.edu.pl/index.php/en/gathering-literature-and-creating-references

**Important information:**

* **Resumption of study on the day of the thesis defence –** the deadline of submission of application of resumption, along with proof of fee paid to the individual bank account number, would be a result of an individual student’s situation, however, it should be not later than two months prior the planned diploma defence. Fee shall be:
* Qualification procedure - 80 zł,
* Consultation with supervisor in case of the failure to submit thesis within specified period of time: second degree study (MSc) - 390 zł (lump sum).