

## Diploma exam

### Deadline for submitting the diploma thesis

According to § 30 section 1 of the Study Regulations at WUT, the student is obliged to submit the diploma thesis to the supervisor via the USOS system no later than three weeks before the end of the semester in the case of an engineering thesis and by the last day before the start of the registration period in the case of a master's thesis (15th September).

Paragraph 2 § 30 gives the Dean the possibility, at the request of the supervisor or the student, to postpone the deadline for submitting the diploma thesis, but no more than by three months concerning the deadline referred to in section 1. The rules for classifying a diploma thesis, the subject of which is legally protected, are specified in the internal legal acts of the University. ATTENTION! An application for the classification of a diploma thesis is submitted before the diploma thesis is published in the USOS APD system.

### The procedure for students who, in accordance with the Regulations of studies at WUT, should take the diploma examination:

The topic of the diploma thesis is approved by the Faculty Council no later than one month before the planned date of graduation.

1. Topics of diploma theses are entered into the USOS APD system by the Dean's Office.
2. The student uploads the thesis to USOS APD.
3. The student collects covers for the diploma thesis from the Dean's Office. The student submits a printed original copy of the diploma thesis, consistent with the copy published and approved by the supervisor in USOS APD, to the Dean's Office.
4. The student submits an Application for preparing a diploma supplement in the USOS system (Student's Section - ePW applications).
5. The Dean's Office checks the graduation and generates a supplement, which is then sent via the USOS system for the student's approval.
6. The student approves or returns the supplement for correction following the instructions available on the USOS system.

7. The supervisor, within no longer than five working days from the date of submission of the thesis by the student, prepares an opinion on the acceptance of the diploma thesis and a proposal for its evaluation. Without this opinion, the student cannot apply for admission to the exam.
8. Immediately after the supervisor issues an opinion in USOS APD, but only after accepting the supplement's content, the student submits an Application for admission to the diploma examination in the USOS system.
9. In the Application for admission to the diploma examination, the supervisor confirms that the thesis has been checked in the JSA system and is ready for defense (confirmation takes place via USOS APD).
10. The Dean's Office checks whether the student has met the conditions for admission to the diploma examination. If the conditions are unmet, the Vice-Dean refuses to allow the student to take the diploma examination. The student may reapply after meeting the conditions.
11. Within five business days of the student submitting the Application for admission to the diploma examination, the Vice-Dean consents to admit the student to the diploma examination.
12. The opinion on the thesis issued by the supervisor and the review issued by the reviewer should be available to the student at USOS APD no later than three days before the planned date of the diploma examination.
13. The examination date should be set no later than 30 business days from the date of admission of the student to the diploma.

## **GUIDELINES**

Once the thesis has been accepted by the supervisor, it can be printed out in accordance with *“The Guidelines.”*

### **1. 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.

### **2. 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:

**(a)** 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.

**(b)** 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.

3) Signed student’s authorship statement - printed out from the APD module (icon “Sharing consent”)

4) Table of contents

5) Subsequent chapters of the thesis

6) Bibliography

7) List of symbols and abbreviations

8) List of figures

9) List of tables

10) List of appendices

11) Appendices

### 3. Editorial guidelines

It is recommended to apply the following editorial guidelines to the Diploma thesis:

Editorial elements	Required/recommended/optional
Duplex printing	required
<u>Margins</u> <ul style="list-style-type: none"> <li>• Internal – 30 mm</li> <li>• External – 20 mm</li> <li>• Upper &amp; lower – 25 mm</li> </ul>	recommended
<u>Typeface (font)</u> - sans serif, size 11	recommended

(e.g. Arial, Verdana) *	
Line spacing 1.15	recommended
<u>Pagination</u> : located at the bottom of the outer side with mirror image at even and odd pages.	required
<u>Paragraph</u> <ul style="list-style-type: none"> <li>• Indentation 0,5 cm</li> <li>• Without indentation with line spacing 4, before paragraph</li> </ul>	optional
<u>Source referencing</u> <ul style="list-style-type: none"> <li>• numerical style according to PN norm</li> <li>• Harvard style</li> </ul>	optional
<u>Numbering of figures and tables</u> <ul style="list-style-type: none"> <li>• Sequential throughout the thesis</li> <li>• Separate in chapters</li> </ul>	optional
<u>Bibliography</u> in alphabetical order sorted by author's last name	recommended
<u>Title of table</u> Placed over top of table – left-aligned, sans serif typeface, size 9	recommended
<u>Title of figure</u> Placed under bottom of figure – leftaligned, sans serif typeface, size 9	recommended
<u>Source of figure and table</u> Placed under bottom of figure – leftaligned, sans serif typeface, size 9	recommended
<u>Subchapters</u> Three level depth	required

<u>First level chapters</u> – starting at new page	recommended
<b>Editorial elements</b>	<b>Required/recommended/optional</b>
<u>Fonts of titles of main chapters</u> Bold, sans serif; Size: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> level title – 14</li> <li>• 2<sup>nd</sup> level title – 13</li> <li>• 3<sup>rd</sup> level title – 12</li> </ul>	recommended
<u>Bulleted listing</u> – either dot or dash	recommended
<u>Footnote</u> – 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>