

From 01/03/2022 students do not submit a printed version of their diploma thesis. Only the electronic version in the APD PW system is obligatory.

In order to implement the diploma process:

1. Complete all the courses in accordance with the study plan.
2. Send an e-mail to international.office.wt@pw.edu.pl with a request to start the diploma procedure by entering the diploma thesis data into the USOS system and the APD PW (Archive of Diploma Theses) system on the basis of an approved diploma thesis card which should be attached to the mentioned above e-mail.
3. Log in to the APD PW system in order to:
 - upload the following information: the topic of the diploma thesis in Polish, abstract of the thesis, keywords (in Polish and in English),
 - download the title page of the diploma thesis ("Thesis information card" icon),
 - approve the declaration of an authorship.
4. The editorial requirements of the diploma thesis must comply with:

Regulation No. 4/2022 of the Rector of WUT of 27/01/2022 on the unification of editorial requirements for diploma theses

in particular the order:

 - front page
 - a diploma thesis card
 - abstract in English and Polish (including the title of the thesis, keywords, the maximum size of each abstract is 1 page)
 - do not attach any extra pages (dedications, acknowledgments etc.)
5. After preparing the diploma thesis in the form of a pdf file. you need to log in again to APD PW system in order to:
 - upload the thesis file. Attention! A maximum of three pdf files can be placed in the APD PW system,
 - send the diploma thesis for checking in the anti-plagiarism system and approval to the thesis supervisor.
6. The student submits to the Dean's office:
 - application to the Vice-Dean for Education to set the date of the diploma examination. The application must be approved by the thesis supervisor.
7. The diploma examination should be held no later than within 30 working days following the date of admission thereto, excluding class-free days. The setting of the date for the examination and notification of the student thereof shall take place no later than three days before the examination.
8. The student will be informed about the date of the diploma examination via the APD PW.

9. Before a diploma thesis examination the student is obliged to verify the correctness of personal data and data in the supplement to the diploma in the USOSweb system, and to submit a declaration regarding the granting of a license to WUT.

10. The rules for restricting the provision of diploma theses are set out in Regulation No. 108/2021 of the Rector of WUT of 09/11/2021.

11. The application for the issuance of diplomas and supplements is completed by the student in the USOSweb.

12. The e-clearance slip is generated in USOSweb by the Dean's Office after passing the diploma examination.

13. In order to collect the diploma, please contact <https://www.pw.edu.pl/engpw/Contact/Registry-Office-DES>

Electronic correspondence with the University must be done via the e-mail address in the PW domain.

14. All tuition-related fees must be paid to an individual bank account. Information about the number of an individual bank account is available after logging to the USOSWeb.

15. At the request of the student the dean may extend the deadline for the submission of the diploma thesis for three months from the deadline on the basis of the student's application approved by the supervisor.