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

In order to implement the diploma process:

1. Submit an e-application (*general*) on USOSweb with a request for the approval of the topic of the diploma thesis. The e-application will be considered by the thesis supervisor, specialization supervisor and Vice-Dean for Education.

2. Complete all the courses in accordance with the study plan.

3. Send an e-mail to dyplomanci.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 e-application mentioned in the point 1 which should be attached to the e-mail.

4. 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.

5. 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 thesis

in particular the order:

- front page

- abstract in English and Polish (including the title of the thesis, keywords, the precise size of each abstract is full one page)

- **do not attach any extra pages (dedications, acknowledgments etc.)**

6. After preparing the diploma thesis in the form of a pdf file student logs 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 on the system the diploma thesis for checking by the anti-plagiarism system and approval of the thesis supervisor.

7. After the approval of the thesis by the supervisor and the completion of the course Diploma thesis on USOSweb (grade ZAL) student submits an *e-application for admission to a diploma thesis exam* on USOSweb which will be reviewed by the supervisor and considered by the Vice-Dean for Education who sets the date of the diploma examination.

8. The student will be informed on the date of the diploma examination via the APD PW.

9. Before a diploma examination a student is obliged to verify and confirm the correctness of the 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

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 on the basis of the student's application approved by the supervisor (*e-application for extension of the deadline of submission of the diploma thesis by 3 months* on USOSweb).

Electronic correspondence with the University must be carried out using the e-mail address in the PW domain.