

Arrangements for conducting the diploma examination at the Faculty of Electronics and Information Technology in the academic year 2021/2022.

1. The arrangements concern the conduct of the diploma examination in first-cycle studies and in second-cycle studies at the Faculty of Electronics and Information Technology.
2. Diploma examinations are carried out remotely or stationary, in accordance with the agreed schedule.
3. Students or persons who are in the process of resuming studies exchange e-mail correspondence using e-mail boxes in the University's domain @ pw.edu.pl.
4. The activities that the student is required to perform before taking the diploma examination also apply to the person, who is in the process of resuming studies.

Warsaw, 20.05.2022 r.

Associate Dean for Academic Affairs

Piotr Firek, PhD

The process for preparing a student for the diploma examination

a. The student obtains a positive grade from the thesis supervisor as a result email correspondence exchange.

b. The student sends an email to the Institute's teaching secretariat containing a link to a folder on the OneDrive PW drive (<https://wutwaw-my.sharepoint.com/>) with the following documents:

- i. pdf file of the diploma thesis,
- ii. positive evaluation of the thesis manager - supervisor (e.g. e-mail),
- iii. a scan of the completed and signed **Annex No. 1 to the Regulation No. 97/2019 WUT Rector (career monitoring)**,
- iv. in the case of remote diploma examination - a scan of the completed and signed **declaration of consent to participate in the diploma examination**

c. The Director of the Institute in agreement with the Dean, as part of the preparation of the diploma examination, organizes:

- i. verification of the provided documents
- ii. preparation of the decision on admission to the diploma examination
- iii. verification of compliance with the program requirements
- iv. initiation of the thesis submission process in the Thesis Archive System – APD of WUT
- v. appointment of an examination commission and appointment of a thesis reviewer
- vi. setting the date of the diploma examination
- vii. informing the student about the arrangements for the diploma examination.

d. The student, before a diploma defense, is obliged to check and accept a supplement in USOSweb:

- i. it is possible to generate a supplement, only if all grades and credits are entered to USOS
- ii. the student should verify the correctness of the supplement, especially for information: point 2.4. (Erasmus exchange), 4.3. (grades, the diploma thesis title, texts under the blackboard), 6.1. (additional information), what should be remembered by the student is fact that the lack of the student's index number, the diploma number, examination grading dates do not constitute an error in the version presented to verification.
- iii. any information about additional achievements, scholarships and activities, the student should report to the dean's office before defense and before the acceptance of the supplement.

e. The student, before the defense, is obliged, on his account in USOSWeb, to:

- i. accept the declaration regarding the granting of a WUT license
- ii. accept the declaration of the correctness of personal data
- iii. declare the number of copies of the diploma and copies of the supplement – if amount of fee in PLN appears, it means the student must transfer the indicated fee to his individual USOS account immediately

f. The student is obliged to place the thesis in the Thesis Archive System of WUT - USOS APD.

g. The student is obliged to accept the author's statement in the Thesis Archive System of WUT – USOS APD

h. The Director of the Institute in agreement with the Dean at the end of the diploma examination, organizes:

- i. completing documentation related to the diploma examination, including obtaining all the necessary signatures of the participants of the diploma examination.