**Diploma Thesis Preparation and Diploma Examination Procedures**

**at the Faculty of Mathematics and Information Science of WUT**

1. **Basics and details**
   1. You can find general information regarding diploma thesis preparation and diploma examination procedure in the Academic Regulations adopted by the Warsaw University of Technology Senate on 26th June 2019.

Details are described below.

1. **Who can be your supervisor and reviewer?** 
   1. A supervisor is an academic teacher who guides you throughout the process of preparing and writing your Engineering or Master’s thesis. You should choose your supervisor from the academic teachers who hold a PhD degree (‘dr’, ‘dr inż.’ or ‘dr hab.’ degree in Polish in front of an academic teacher’s name). If you are pursuing an Engineering degree (undergraduate programme), your supervisor can be an academic teacher who holds the MSc degree (‘mgr’ or ‘mgr inż.’ degree in Polish), but then, your thesis supervisor will cooperate with   
      a scientific tutor who holds the ‘dr hab’ degree.
   2. One academic teacher can supervise up to 8 (eight) diploma theses, including up to 4 (four) Master’s theses.
   3. A reviewer can be an academic teacher holding a PhD degree (‘dr’, ‘dr inż.’ or ‘dr hab.’ degree in Polish). However, if you are a graduate student, then either your supervisor or reviewer must hold the ‘dr hab.’ degree.
   4. The reviewer is appointed by the Dean, who chooses one person out of two proposed by your supervisor. If your supervisor is not the Faculty member, your reviewer has to be the Faculty member.
2. **Choosing a thesis topic**
   1. You can find a list of potential thesis supervisors and their areas of interest as well as short descriptions of proposed ready thesis topics on the e.mini platform - for undergraduate students at the address: <https://e.mini.pw.edu.pl/pl/course_details/5704> (Computer Science and Information Systems) and for graduate students at the addresses: <https://e.mini.pw.edu.pl/pl/course_details/8534> (Computer Science and Information Systems); <https://e.mini.pw.edu.pl/pl/course_details/8000> (Data Science).
   2. If you choose a particular topic from the list mentioned above and establish a cooperation with the particular thesis supervisor please inform the Dean’s Office about your decision. The selected thesis topic will be then marked as unavailable for other students on the e.mini platform.
   3. If you choose your supervisor and develop your thesis topic together with him/her then the final description of the diploma thesis topic will be prepared and submitted to the Dean’s Office by your supervisor on an official form. If you are an undergraduate student and chose a supervisor holding the MSc (‘mgr’ or ‘mgr inż.’) degree, the official description of your thesis topic should be also signed by the scientific tutor holding the ‘dr hab.’ degree.
   4. All diploma thesis topic descriptions submitted to the Dean’s Office by thesis supervisors are read and approved by the Faculty Computer Science Programme Committee.
   5. If you wish to change your thesis topic, without changing your supervisor, then the supervisor has to submit your new topic description on an official form to the Dean’s Office. The new thesis topic has to be approved by the Faculty Computer Science Programme Committee.
   6. If you wish to change your supervisor, you have to submit a signed written resignation statement with your current supervisor’s approval on it. As a principle, changing supervisors means changing thesis topics. A new topic description has to be submitted by the new supervisor and accepted by the Faculty Computer Science Programme Committee.
3. **Engineering thesis preparation**
   1. In general an Engineering thesis is prepared by a group of two or three students called   
      a team. Every undergraduate student in the team has a detailed scope of his or her work to do. In exceptional cases, an undergraduate student can prepare his or her thesis individually. The Dean can grant a student the permission to prepare his/ her diploma thesis individually only if the student has a Grade Point Average not lower than 4.5 (GPA is   
      a weighted average of grades gained during all the 5 semesters of study).
   2. Engineering thesis consists of two parts: practical one (Team Programming Project) and descriptive one. The practical part gives you an opportunity to solve a problem with your programming skills. The descriptive part consists of: ① a general description of the problem being solved (all the team members are involved in this problem-solving descriptive part), and ② individual descriptions of particular fragments of the engineering work prepared by particular team members according to the division of work. If an Engineering thesis is written by one student, all steps have to be done by the student on his or her own.
   3. Students start working on their theses during the Teamwork Project classes conducted during the first part of the last semester of the undergraduate studies.
   4. Supervisor together with the Teamwork Project course teacher guide and monitor the progress of students’ work, providing students with all the means necessary to perform the required tasks.
   5. The aim of a diploma thesis as well as the progress of teamwork is presented by each team during the Diploma Seminar classes. Obtaining credits for the Diploma Seminar course is necessary to be admitted to diploma examination.
   6. The diploma thesis submission deadlines set up in the Academic Regulations are non-negotiable. The Faculty Board sets the earlier deadline for submitting Engineering theses which is the end of the 12th week of the 7th semester.
   7. When a diploma thesis is finished by a team, the team members who ① completed all the courses according to the study programme, ② received credits for the obligatory internship, ③ passed a foreign language exam and ④ settled all due payments towards the faculty can submit the diploma thesis for defense in the APD system (Archive of Diploma Theses) and the required documents to the Dean’s Office.
   8. The diploma examination (defense) consists of 2 parts: presentation of the diploma thesis and three questions asked by the diploma examination board. Students from the diploma thesis team who do not fulfill the 4 conditions mentioned above take part only in the presentation of the diploma thesis. The 2nd part of the defense will be held for them after they meet the specified requirements.
4. **Master’s thesis preparation**
   1. As a rule, Master’s thesis is prepared individually, except for the situations when a thesis topic requires two students’ cooperation. In such a case the scope of tasks assigned to each student has to be defined clearly by the supervisor.
   2. Master’s thesis consists of two parts: practical one (in which a student finds a technical solution to a posed problem) and theoretical one (in which a student describes his/ her research/ work performed during the thesis preparation. In case a Master’s thesis is strictly connected with conducting research the thesis can include solely the theoretical (descriptive) part.
   3. The supervisor guides and monitors the progress of student’s work, providing him/her with all the means to perform the required tasks and research.
   4. In justified cases, a student can perform his/her work outside Warsaw University of Technology, in an institution which will provide him/her with necessary means to complete the work on the thesis.
   5. The aim and progress of work on a particular Master’s thesis is presented during the Diploma Seminar classes. Obtaining credits for the Diploma Seminar course is necessary to be admitted to diploma examination.
   6. The diploma thesis submission deadlines set up in the Academic Regulations are non-negotiable. The Faculty Board can set earlier deadlines for submitting diploma theses.
   7. A graduate student is admitted to the diploma examination only after he/she has ① completed all the courses according to the study programme, ② settled all the due payments towards the Faculty, ③ submitted his/her Master’s thesis for defense in the APD system (Archive of Diploma Theses) and the required documents to the Dean’s Office.
5. **Diploma thesis grading criteria and diploma examination procedure**
   1. The Faculty Board appoints the members of the diploma examination board for the field of study: Computer Science, i.e.: chairpersons, regular members and secretaries.
   2. The decision on admitting a student to the diploma examination is taken by the Dean after the student has fulfilled all the conditions specified in the Academic Regulations (§ 31, section 1 and 2) and mentioned in the point 4.7 (regarding undergraduate students) and in the point 5.7 (regarding graduate students).
   3. Diploma examination generally takes place within the period of 30 working days (about one month) starting from the date of admission to the diploma examination.
   4. Diploma examination boards conduct diploma examinations on the dates arranged by their secretaries. According to § 31, section 4 of Academic Regulations a diploma examination board consists of: the chairperson, thesis supervisor, thesis reviewer, a regular member of a diploma examination board who is an academic teacher. On the chairperson’s request the Dean can appoint also other members to the board.
   5. In exceptional situations the Dean can act as a substitute of the supervisor or the reviewer or he/she can authorize an academic teacher to act as the substitute.
   6. The supervisor and the reviewer prepare their thesis reviews and give their proposals of the grade for the thesis. In case of an Engineering thesis being the result of teamwork the supervisor suggests a grade for each author of the diploma thesis independently while the reviewer gives one grade for the whole teamwork. The work of a team member who has not completed his/her tasks connected with the thesis is evaluated neither by the supervisor nor by the reviewer (only the finished part of the diploma thesis is evaluated). Students should be able to read their thesis reviews and learn about the grades for the thesis at least three days before the diploma examination.
   7. During the diploma examination the examination board members assess:

* orally presented outcomes of the diploma thesis work;
* the examined student’s answers to questions regarding: the diploma thesis, material covered within the study programme.
  1. A diploma examination board may ask the Dean for appointing an additional reviewer. In such a case the diploma examination date can be rescheduled, but the period of time between the dates cannot be longer than two weeks.
  2. According to the § 31 section 8 and 9 of the Academic Regulations at the end of the diploma examination the examination board determines:
* the grade for the diploma thesis – on the basis of the grades suggested by the supervisor and the reviewer(s);
* the grade for the diploma examination, i.e. for the examined student’s answers to all the questions asked by the examination board (regarding both the thesis and topics covered by the study programme).
  1. When a student passes the diploma examination, the examination board announces the student’s overall classification of the qualification (student’s final grade which will be written on the diploma). The final grade is calculated and determined according to the the § 32 section 2 and 3 of the Academic Regulations.