BSc CANDIDATES!
**JULY SESSION OF ENGINEERING DIPLOMAS**
DIPLOMA YEAR 2022/2023

DIPLOMA THESES SHOULD BE PUT UP AT THE EXHIBITION
IN THE S. BRYŁA ROOM
**ON MONDAY 20 JUNE**
**AT 12:00-14:00**

**THE EXHIBITION ROOM WILL BE CLOSED**
**AT 14:00 SHARP**

• NO LATER THAN BY **9 JUNE 2022** (THURSDAY) BY **24:00** THE THESES NEED TO BE UPLOADED TO **APD.**

• ON **10 JUNE 2022** (FRIDAY) BSc CANDIDATES REPORT TO THE DEAN'S OFFICE THEIR READINESS TO PUT UP THE DIPLOMA AND SUBMIT IN A FILE **FULL** DOCUMENTATION NEEDED TO PREPARE THE DOCUMENTS FOR THE DIPLOMA EXAMINATION.

• PURSUANT TO THE CODE OF ADMINISTRATIVE CONDUCT, IT IS NECESSARY TO SUBMIT ORIGINAL DOCUMENTS **SIGNED** BY THE BSc CANDIDATE.

• TO BE ADMITTED TO THE DIPLOMA EXAMINATION ONE IS REQUIRED TO HAVE A FULL SET OF **POINTS** AND TO HAVE COMPLETED ALL FORMAL OBLIGATIONS IN THE **USOS** SYSTEM (CHECKING PERSONAL DATA, COMPLETING A STATEMENT ON GRANTING A LICENSE, CHECKING THE SUPPLEMENT).

• BY **15 JUNE 2022 (WEDNESDAY) BY 24:00** BSc CANDIDATES SHOULD UPLOAD THE THESIS PREPARED FOR ASSESSMENT TO **APD**.

• IN ADDITION, THE DIPLOMA THESIS MUST BE UPLOADED TO **MOODLE** FOR THE VIRTUAL EXHIBITION.

• NO LATER THAN BY MONDAY, **20 JUNE 2022** UNTIL **11:00 THE SUPERVISOR** SHOULD UPLOAD HIS OR HER APPROVAL AND EVALUATION TO **APD**.

• IN THE EXHIBITION ROOM, ONLY **COMPLETE PROJECTS** (ON **6** RIGID BOARDS OF THE DIMENSIONS 100x70, LAYOUT OF THE BOARDS ACCORDING TO THE DIPLOMA REGULATIONS: **2** COLUMNS, **3** BOARDS EACH). A COMPLETE **DESCRIPTION** SHOULD BE SUBMITTED WITH THE PROJECT.

• EXHIBITION OF THE DIPLOMAS IN THE ROOM WILL FOLLOW CERTAIN RULES AND ORDER, PREDETERMINED BY THE DEAN'S PROXY FOR DIPLOMA SESSIONS, BOGUSŁAWA HELBERGER, PhD, Arch.

• **BSc CANDIDATES ENTER THE EXHIBITION ROOM NO LATER THAN BY 13:30.**

• BSc CANDIDATES ARE REQUESTED TO KEEP THE ROOM TIDY (ANY FINAL WORK RELATED TO FRAMING THE BOARDS, ETC., SHOULD BE DONE OUTSIDE OF THE EXHIBITION ROOM).

• Only complete and finished projects will be admitted to the **in-person** diploma session taking place on **4-15 July 2022**.

• The list of BSc candidates **provisionally** admitted to the diploma session and the list of reviewers will be published on Wednesday, **22 June 2022**, around **12:00**.

• The BSc student should immediately report to the appointed **reviewer.**

• The **presentations** should take place from **23 to 29 June 2022.** The place and date of the presentation is determined by the supervisor, the BSc candidate and the reviewer.

• The **reviewer** should no later than by **30 June 2022** (Thursday) by **12:00** upload the review to **APD.**

• By **12:00** on Thursday, **30 June 2022**, the BSc candidate should obtain the credit for consultations in the USOS system.

• A preliminary timetable of diploma examinations will be published on Tuesday, **28 June 2022**.

• On Friday, **15 July 2022**, Diplomas should be taken down from the Exhibition by **17:00**.

Bogusława Helberger, PhD, Arch.
Warsaw, 27 April 2022                                    Dean's Proxy for Diploma Sessions
IMPORTANT: the email address of the Dean's Office: katarzyna.mitroszewska@pw.edu.pl