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

DIPLOMA THESES SHOULD BE PUT UP AT THE EXHIBITION
IN **SALA BRYŁY** ON **MONDAY 28 AUGUST AT 12:00-14:00**

THE EXHIBITION ROOM WILL BE CLOSED
AT 14:00 SHARP

- NO LATER THAN BY **17 AUGUST 2023** (THURSDAY) BY **24:00** THE THESES NEED TO BE UPLOADED TO **APD** https://apd.usos.pw.edu.pl

- ON **18 AUGUST 2023** (FRIDAY) BSc CANDIDATES REPORT TO THE DEAN'S OFFICE THEIR READINESS TO PUT UP THE DIPLOMA AND SUBMIT DOCUMENTATION NEEDED TO PREPARE THE DOCUMENTS FOR THE DIPLOMA EXAMINATION (INFORMATION ON TRAININGS).

- IN ACCORDANCE WITH THE ADMINISTRATIVE PROCEDURE CODE A CANDIDATE IS REQUIRED TO SUBMIT ORIGINAL DOCUMENTS WITH HIS/ HER SIGNATURE.

- 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 **24 AUGUST 2023** (THURSDAY) 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, **28 AUGUST 2023** 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 HORIZONTAL BOARDS OF THE DIMENSIONS 1OOx7O, 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, MARIUSZ WRONA, M. Msc., Eng.

- **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 **6-14 September 2023**.

- By **12:00** on Thursday, **17 August 2023**, the BSc candidate should obtain the credit for consultations in the USOS system.

- The list of BSc candidates **provisionally** admitted to the diploma session and the list of reviewers will be published on Tuesday, **29 August 2023**, around **12:00**.

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

- The **presentations** should take place from **30 August – 1 September 2023.** The place and date of the presentation is determined by the supervisor, the BSc candidate and the **reviewer.**

- A preliminary timetable of diploma examinations will be published on Friday, **1 September 2023**.

- The **reviewer** should no later than by **4 September 2023** (Monday) by **12:00** upload the review to **APD.**
- On Friday, **14 September 2023**, Diplomas should be taken down from the Exhibition by **17:00**.

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Mariusz Wrona, M. Msc., Eng.
Dean's Proxy for Diploma Sessions

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Warsaw, 25 July 2023

IMPORTANT: the email address of the Dean's Office: katarzyna.mitroszewska@pw.edu.pl