

INFORMATION on Master degree diploma proceedings

DIPLOMA CARDS

An editable version of the diploma card must be emailed to the thesis supervisor, who then publishes it on MS Teams. The Dean's Commission approves the declared diploma thesis titles on MS Teams. The status of a diploma card (approved/rejected) can only be viewed by the thesis supervisor. The supervisor is the point of call for the Master degree diploma candidate. Should a diploma title not be approved, a resubmission must be made to the supervisor.

Editable diploma card templates are available on the website.

Each supervisor can only accept a limited number of candidates as per the announcement on available thesis supervisor index.

Caution: Diploma cards are only valid in the given diploma year, as specified in the diploma card. Issuance of a new card is subject to a fee and is equivalent to retaking a course. The change of the thesis title and/or the supervisor is not required; however, the supervisor has the right to refuse to accept a new card.

COMPLETING THE DIPLOMA

The allowance of the duration of one semester is made for writing the thesis. Deadline in **June** and in **September** is basic for diploma work started in January. On students' request submitted not later than in the middle of September (through USOS - Application for a correction date for the diploma session), there is a possibility for thesis defense during additional session of diploma exam in **November**. The last term is in **March** when the application for resumption of study in order to take the diploma examination is required (available on the Moodle Platform; the application should be delivered to ASK office in February when the candidates report to the dean's office their readiness to put up the diploma).

BEFORE EXHIBITING DIPLOMA SUBMISSIONS

Diploma submissions must be uploaded to APD not less than two weeks before exhibiting the submissions.

Upon receiving an email confirming that a draft of the diploma supplement has been prepared, the candidate must in USOS:

- * verify their personal details
- * confirm that they authorise WUT to exhibit their submission
- * apply for the issuance of the diploma and supplement (any charges to be paid into assigned bank accounts)
- * verify the details in the supplement

Caution: To be able to enroll for the final exam strictly:

- * obtain credits for all courses in the programme
- * obtain the necessary number of ECTS points
- * obtain (in USOS) credits for diploma consultations
- * clear all payments

To receive a copy of the diploma in a foreign language (choose from: English, French, Spanish, German, Russian), and/or a supplement in English:

- * attach details of the submission in English with the APD upload
- * complete the relevant request for diploma/supplement in a foreign language form via USOSweb - after receiving an email confirming drafting the supplement.

THE SUBMISSION FORMAT

Follow the diploma submission guidelines. Currently the guidelines are:

- * **8-10 Boards** must be 100cm x 70cm with a landscape orientation, with a label attached to its right bottom corner. The approved Adobe Reader-editable label template can be found on the website.

* The **synopsis** of the submission (for the exhibition), and the cover page can be collected from the Dean's Office. The submission must follow editing guidelines as specified by the WUT Rector (available on the website).

EXHIBITING THE SUBMISSION

Candidates must exhibit complete work and its synopsis. The exhibition follows the schedule announced by the Dean's Proxy for Diplomas, dr Mariusz Wrona. Late submissions will not be accepted for exhibition. The Dean's Commission strictly only considers complete submissions to be presented to reviewers.

ADMISSION TO THE EXAM

The preliminary acceptance for the diploma exam can be granted once the Dean's Commission has been satisfied that the candidate's submission for exhibition is complete. The preliminary diploma exam schedule is issued, to be further confirmed following the supervisor's approval and after the submission review has been submitted. The exam schedule is then confirmed as final.

DEFENSE OF WORK

Open, public defense (duration 1,5 hour including examination) presentation of author's theoretical foundation max. 20 minutes, review of work max. 15 minutes, questions from panel members concerning work followed by candidate further explanation and answering questions of commission max. 15 minutes, open discussion. Graduate examination starts after, in the closed part of defense.

GRADUATE EXAMINATION

Student answers four out of five questions from drawn set. Time to answer all questions 12 --- 15 minutes. Each set include four questions from each program block one by one (architecture, urban planning, technology, history), fifth question is drawn randomly from whole array of question. While choosing questions candidate is allowed to cross out one of two marked (in drawn set) questions. Examination questions are published on the Moodle Platform.

THE FINAL GRADES

The currently used grading system is **(highest to lowest)**:

5.0 [five]

4.5 [four and a half]

4.0 [four]

3.5 [three and a half]

3.0 [three]

2.0 [two].

The final grade is calculated using the following formula:

Final grade = 0.6 * weighted average of all grades + 0.3 * the grade obtained for the diploma submission + 0.1 * the grade obtained in the final exam.

The weighting of individual grades (ECTS points) is approved by the faculty board. In the case of multiple grades 2.0 in a given exam, only one such grade is factored in.

The final descriptive grades are: **Excellent (4.70 or higher), Very good (4.40-4.69), Above good (4.10-4.39), Good (3.80-4.09), Fairly good (3.50-3.79), Satisfactory (3.50 or lower).**

AFTER THE DIPLOMA EXAM

The diploma will be ready for collection from the **Students Register Department** (room 114 in the Main Building of WUT) provided an e-clearance in USOSweb has been successful. The e-clearance is issued by the Dean's Office on completion of the diploma exam session.

Candidates who passed their final exam before June 2022 are required to submit a printed copy of their thesis to the library. As of the June 2022 exam session, there is no longer such a requirement.

FOR MORE DETAILS PLEASE CHECK Regulations for Master's theses 2022 available on the website.