

# INFORMATION on engineering 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 engineering diploma candidate. Should a diploma title not be approved, a resubmission must be made to the supervisor.

Editable diploma card templates are available from the faculty's website.

Each supervisor can only accept a limited number of candidates as per the announcement on available thesis supervisor index. Engineering diplomas additionally require the **project location**.

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. While the expected deadline for thesis completion is in June, September submissions are accepted. A special application should be made in the event of a September deadline not met, to allow the candidate to avail of a retake exam session deadline (October/November).

## BEFORE EXHIBITING DIPLOMA SUBMISSIONS

Diploma submissions must be uploaded to APD and the diploma exam in the given session must be enrolled not less than two weeks before exhibiting the submissions. To enroll, strictly submit the required forms listed on WEBSITE (information on trainings), in a sleeve, to the Dean's Office. Upon receiving an email confirming that a draft of the diploma supplement has been prepared, the candidate must:

- \* 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

In the event of a late (October/November) submission, a relevant application must be logged into USOSWEB not later than the date of September exhibition.

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

- \* obtain credit for all courses in the programme
- \* obtain the necessary number of ECTS points
- \* obtain credit for **diploma consultations/seminar**
- \* 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:

\* **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 from 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.

## EXHIBITING THE SUBMISSION

Candidates must exhibit complete work and its synopsis. The exhibition follow the schedule announced by the Dean's Proxy for Diplomas, dr Bogusława Helberger. 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.

## SUBMISSION PRESENTATIONS

As per the Regulations on Engineering Studies, candidates must prepare and deliver an original presentation of their submission before the supervisor, the reviewer, and guests. The presentation must be open to the public, and appropriately announced on the Main Lobby notice board, following the date and venue arrangements. The rooms with multimedia projectors are available for booking (among others, rooms: 8, 19, 104, 107, 111, 114, 210, 213, 304).

## FINAL ADMISSION TO THE EXAM

Candidates must obtain credits for all **diploma consultations / seminars** via USOSweb by the last day of diploma submission presentations, as per the faculty's calendar published online.

The review of the submission will be made available via the APD system on the same day. The reviewers are urged to submit their reviews by 12.00 on the last day of presentations. The reviews should contain the approval of the submission and its assessment, including a breakdown of marks in individual criteria as per the Regulations on Engineering Studies.

## DIPLOMA EXAM

The format of the exam is specified in the Regulations on Engineering Diplomas. Apart from the question drawn, the board of examiners may ask additional questions about the submission. The exams take place in the morning (10.00-13.00) and the afternoon (16.00-19.00) sessions, three candidate exams scheduled for every 60 minutes, with the envisaged time per candidate - 15 minutes and a 15-minute break after each three exams. The board of examiners decides on the final grade, considering the supervisor's and the reviewer's opinion, submitted in the diploma card and the review, respectively. To accommodate the scheduled exam procedure, strict adherence to deadlines is requested.

## 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** 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.