

M.Sc. CANDIDATES!
A DECEMBER SESSION OF MASTER'S DEGREE
DIPLOMA YEAR 2022/2023

DIPLOMA THESIS SHOULD BE PUT UP AT THE EXHIBITION
IN PAWILON WYSTAWOWY ON MONDAY 20 FEBRUARY
AT 12:00-14:00

THE EXHIBITION ROOM WILL BE CLOSED
AT 14:00 SHARP

- NO LATER THAN BY **8 FEBRUARY 2024** (THURSDAY) BY **24:00** THE THESIS NEED TO BE UPLOADED TO **APD** <https://apd.usos.pw.edu.pl>
- ON **9 FEBRUARY 2024** (FRIDAY) M.Sc. CANDIDATES DECLARE READINESS FOR DEFENSE (BY PHONE, PERSONALLY OR BY EMAIL). CANDIDATES RESTORING STUDIES FOR DEFENSE SUBMIT AT THE DEAN'S OFFICE A RESUMATION FORM AND AN OPTIONAL SUBJECTS FORM.
- 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 **15 FEBRUARY 2024** (THURSDAY) BY **24:00** M.Sc. CANDIDATES SHOULD UPLOAD THE THESIS PREPARED FOR ASSESSMENT TO **APD**.
- IN ADDITION, THE DIPLOMA THESIS MUST BE UPLOADED TO **LEON** FOR THE VIRTUAL EXHIBITION.
- NO LATER THAN BY MONDAY **19 FEBRUARY 2024** UNTIL **11:00** THE SUPERVISOR SHOULD UPLOAD HIS OR HER APPROVAL AND EVALUATION TO **APD**.
- IN THE EXHIBITION ROOM, ONLY **COMPLETE PROJECTS CAN BE PRESENTED** (ON **8- 10** RIGID HORIZONTAL BOARDS OF THE DIMENSIONS 100x70, LAYOUT OF THE BOARDS ACCORDING TO THE DIPLOMA REGULATIONS: **5** COLUMNS, **2** 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.Sc.Eng.
- **M.Sc. CANDIDATES ENTER THE EXHIBITION ROOM NO LATER THAN BY 13:30.**
- M.Sc. 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 March- 22 March 2024**.
- By **12:00** on Thursday, **8 February 2024**, a M.Sc. candidate should obtain the credit for consultations in the USOS system.
- The list of M.Sc. candidates **provisionally** admitted to the diploma session and the list of reviewers will be published on Wednesday , **21 February 2024**, around **12:00**.
- A M.Sc. student should immediately report to the appointed **reviewer**.
- The **reviewer** should no later than by **26 February 2024** (Monday) by **12:00** upload the review to **APD**.
- A preliminary timetable of diploma examinations will be published on Tuesday, **27 February 2024**.
- On Friday, **22 March 2024**, diplomas should be taken down from the Exhibition by **17:00**.

Warsaw, 30 October 2023

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

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