

BSc CANDIDATES!
NOVEMBER SESSION OF ENGINEERING DIPLOMAS
Note: The announcement does not apply to students of Polish-language studies

DIPLOMA YEAR 2023/2024

DIPLOMA THESES SHOULD BE PUT UP AT THE EXHIBITION
IN PAWILON WYSTAWOWY ON **MONDAY 21 OCTOBER**
AT 12:00-14:00

THE EXHIBITION ROOM WILL BE CLOSED
AT 14:00 SHARP

NO LATER THAN BY **10 OCTOBER 2024** (THURSDAY) BY **24:00** THE THESES NEED TO BE UPLOADED TO APD <https://apd.usos.pw.edu.pl>

- ON **11 OCTOBER 2024** (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). STUDENTS RECEIVE A COVER OF THEIR DIPLOMA THESIS (DESCRIPTION)
- CANDIDATES RESTORING STUDIES FOR DEFENSE ADDITIONALLY SUBMIT AT THE DEAN'S OFFICE A RESUMTION FORM - IN ACCORDANCE WITH THE ADMINISTRATIVE PROCEDURE CODE A CANDIDATE IS REQUIRED TO SUBMIT ORIGINAL DOCUMENT 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 **17 OCTOBER 2024** (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, **21 OCTOBER 2024** 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 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, 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 **4- 8 November 2024**.
- By **12:00** on Thursday, **10 October 2024**, 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, **22 October 2024**, around **12:00**.
- The BSc student should immediately report to the appointed **reviewer**.
- A preliminary timetable of diploma examinations will be published on Friday, **25 October 2024**.
- The **reviewer** should no later than by **30 October 2024** (Wednesday) by **12:00** upload the review to **APD**.
- On Friday, **8 November 2024**, Diplomas should be taken down from the Exhibition by **17:00**.

Warsaw, 16 May 2024

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

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