

Regulations for diploma theses preparation in first-cycle programmes at the Faculty of
Architecture of the Warsaw University of Technology

§ 1

Objective, subject matter and scope of the thesis

1. The aim of the diploma thesis in the first-cycle programme in the field of study of Architecture is to document that the graduate has acquired knowledge during their studies and that they can apply it to solve simple architectural and urban problems.
2. The subject of the thesis is a self-executed conceptual architectural design of an architectural object of up to 3000m² usable area, or a conceptual design of a simple urban unit with one dominant function, which must include newly designed buildings, making up a unity in terms of composition and which creates and transforms space in order to give it a new value.
3. The title of the diploma thesis should include references to design actions:
 - 1) for architectural projects – project of a building, building adaptation, building modernisation or building renovation etc., giving their function and location,
 - 2) for urban projects – project of a simple urban unit, i.e., a set of buildings making up a unity in terms of composition, with one dominant function, e.g., project of an urban unit, development, reconstruction of a housing, post-industrial, recreational, sacral unit, etc., giving their location.
4. Architectural diplomas should include an urban part and urban diplomas – an architectural part, to the extent referred to in sections 5 and 6.
5. The project work consists of the following parts:
 - 1) a descriptive part of the conceptual architectural or urban design, including: determinants analysis, assumptions of the design, technical description and description of the land use project;
 - 2) a graphic part of the conceptual architectural or urban design to illustrate the project work on sketchboards and on a model;
 - 3) regardless of other requirements, all work should be submitted digitally and uploaded to the APD system (Diploma Theses Archive) in accordance with the timetable of the diploma session. A series of the model photos from different shots must be attached to the digital version of the thesis.
6. Description of the project work should include at least:
 - 1) for an architectural project:
 - a) determinants analysis:
 - historical context,
 - functional and spatial context (including the form and composition of public space),
 - landscape, natural and cultural context,
 - formal and legal context (including property rights and references to local law, if applicable), possibilities of infrastructure access (transport, networks),with summarising conclusions;
 - b) description of the plot development project:
 - description of the spatial and functional location of the buildings on the plot (buildings, green areas), taking into consideration the distances between buildings in terms of obstructions, shade and in terms of fire protection, as well as connections to adjacent areas,
 - description of infrastructural solutions (networks, transport connections, networks – access ways and driveways, including the method of connecting the designed area with a public road),
 - listing: plot area, built-up area and biologically active area,
 - c) description of the architectural project of the object:

- description of the concept of the project and the author's assumptions with a substantiation,
 - description of functional and spatial solutions,
 - listing of usable areas and room functions,
 - description of assumptions for building solutions (construction and materials),
 - listing of layers in sample horizontal and vertical sections,
 - description of assumptions for installations solutions,
 - description of assumptions for universal design solutions,
 - description of assumptions for solutions arising from environmental protection (sustainable design),
 - description of assumptions for fire protection solutions,
with references to the conclusions of the determinants analysis,
- d) literature and sources of information,
- e) A3 copies of sketch-boards;
- 2) for an urban project:
- a) determinants analysis of the existing situation:
- in terms of functional, natural, composition, transport and infrastructural connections,
 - cultural surrounding (tradition of the place, historic systems and objects, cultural landscape),
 - natural environment,
 - spatial system (including public space, form of investment, composition connection) and functional system in the context of a larger settlement unit,
 - planned solutions or design decisions and formal and legal constraints, including determination of the up-to-date local development plan and act on spatial policy of a city or borough,
 - and conclusions from the analyses,
- b) description of the concept of the designed building unit in terms of:
- spatial (including urban composition) and functional arrangement,
 - assumptions for protection of landscape, natural and cultural values,
 - assumptions for infrastructural services (in terms of social, transport and technical infrastructure),
- with references to the conclusions of the determinants analysis,
- for a selected fragment of the concept:
- description of assumptions for materials solutions of walls and urban floor, urban detail, greenery,
 - description of assumptions for functional and spatial solutions, building construction materials, installations,
 - description of universal design solutions,
 - description of solutions related to environment protection and development (sustainable design),
 - listing: quarters areas, built-up area, biologically active area, building intensity, demand for parking spaces,
- c) literature and sources of information,
- d) A3 copies of sketch-boards;
7. The graphic part of the diploma thesis should include at least:
- 1) for an architectural project:
- a) graphic presentation of the collected materials quoting the sources and conducted preliminary analyses,
- b) location of the planned object against the urban context (including spatial composition) in the scale of 1:2000 or 1:5000,

- c) land development plan prepared on the base map for design purposes in the scale of 1:500 or 1:1000 marking the boundaries of the project, following the guidelines for land development plans provided in the building law,
 - d) set of architectural drawings, in relevant number and scale to fully explain the concept and adopted spatial, functional, and technical and material solutions,
 - e) the author's own architectural detail (catalogue solutions are not allowed),
 - f) colour scheme considering the adopted materials solutions to explain the concept (it may be a colour scheme for the front or visualisation),
 - g) at least two visualisations of selected areas or model of the whole object, in the physical (model) or digital form (3D visualisations, presenting the project as well as possible, using modern digital technologies);
- 2) for an urban project:
 - a) graphic presentation of the collected materials quoting the sources and conducted preliminary analyses, both in the context of a larger settlement unit and the designed area, including the valid spatial development plan and determinants study, and guidelines for spatial development (if they exist),
 - b) concept of the urban unit prepared on the base map for design purposes in the scale of 1:1000 or 1:2000,
 - c) development plan of a fragment of the unit, the most important one for the concept, made in the scale of 1:500, in line with guidelines for development projects, presenting:
 - architectural and urban drawings, in relevant number and scale to fully explain the concept and adopted spatial, functional and technical and material solutions,
 - a selected urban detail used in the project,
 - d) at least two visualisations of selected spaces and a model of the whole object, in the physical (model) or digital (3D visualisation) form, presenting the project as well as possible.
8. The final illustration of the outcomes of the diploma thesis consists of:
 - 1) six 100 x 70 cm horizontal drawing boards, to be displayed in two columns, three boards each,
 - 2) physical and 3D digital model in the scale appropriate for the project subject, if the digital visualisation is not the content of the board;
 - 3) A4 board with a descriptive part of the diploma thesis with copies of all boards in foldable A3 format;
 - 4) digital upload in the University IT system (boards, text and summary of the thesis in Polish – no more than 3000 characters – and in a foreign language if the supplement should be issued also in that language);
 - 5) regardless of other requirements, all work should be submitted digitally; a series of the model photos from different shots must be attached to the digital version of the thesis.
 9. Each diploma thesis board must contain a metric in the lower right-hand corner according to a template defined by the Dean. The graphic solutions chosen should ensure that the metric is legible on each board.
 10. The samples and detailed specifications of some elements of the thesis (cover and title pages, metrics of the board, name and file format of the electronic version, declaration of the diploma candidate on the authorship of all elements of the thesis) are laid down by the Dean in a separate regulation.

§ 2

Admission to diploma thesis preparation

1. The admission procedure begins with the submission of the Diploma Card in electronic form within the deadline set by the Dean (before the beginning of the summer - diploma semester).

2. The supervisor of a BSc diploma thesis may be a university lecturer who is entitled to conduct BSc diplomas and who holds at least the degree of Master of Science in Architecture and has academic achievements that make a significant contribution to the development of the academic discipline – architecture and urban planning or unrestricted building license in the field of architecture and significant design achievements. The list of persons authorized to supervise the diplomas shall be published. The supervisor is free to choose, limited to a total of 10 MSc and BSc degrees per academic year per supervisor¹ (if the supervisor is employed part-time, the allowed number of supervised diplomas is proportionally smaller). An auxiliary supervisor is an assistant to the supervisor and may not increase the number of diploma theses allowed to supervise in an academic year.
3. The subject of the BSc thesis must correspond to the curriculum and the objective and subject matter of diploma thesis preparation for a first-cycle BSc degree in accordance with §1 sections 1 and 2 of these Regulations. The topic of the thesis may be suggested by the diploma candidate and accepted by the supervisor or suggested by the supervisor for a student or group of students supervised by the supervisor.
4. The thesis topic and the supervisor are approved before the beginning of the summer semester by the Diploma Cards Commission appointed by the Dean. Approval is based on the Diploma Card submitted electronically, which contains the proposal of the supervisor, the topic accepted by the proposed supervisor and the characteristics of the thesis, covering: description of the design task (programme, determinants, function, etc.); figures (characteristic quantities, number of users, etc.); detailed location and characteristic; other important information on the topic and view on the thesis. The prerequisite for the admission of the thesis topic and the supervisor is the completion of all project subjects of the degree programme and the current enrolment for the eighth semester. Applicants wishing to resume their studies in order to complete their diploma before resumption, in order to take the diploma exam, must have completed the entire four-year BSc degree programme.
5. From the date of approval of the supervisor and the topic of the thesis, the Diploma Card shall be valid as a declaration of accession to the diploma project. A copy of the Diploma Card will be made available to the Dean's Office electronically.
6. The list of diploma candidates who are admitted to a thesis will be published at the beginning of the summer semester. Before publishing the list, the Diploma Card Commission may request that the Diploma Card be supplemented, or propose changes to the scope or subject of the diploma.
7. Any change of the approved diploma topic during work requires the approval of the Dean and may not substantially alter the approved subject matter and scope of the work. Such changes are possible at the latest at the end of the semester in which work on the diploma begins.

§ 3

Organisation of the diploma thesis preparation process

1. The schedule for the theses, defence sessions and diploma examinations is announced by the Dean at the beginning of the diploma semester.
2. Diploma thesis preparation starts at the beginning of the summer semester and lasts one semester. The deadline for submitting the thesis is set by the Dean and takes place after the end of the semester.
3. In justified cases, at the written request of the student or the supervisor, the Dean may set a second additional deadline for the submission of the diploma thesis in accordance with §30 section 2 of the Academic Regulations at the Warsaw University of Technology.

¹ From the regulation of the Minister of Science and Higher Education of 18 July 2019 on the education standards preparing for the profession of the architect (Journal of Acts, item 1359): The number of students preparing for the diploma examination allocated to one academic teacher employed full time may not exceed 10, in total for all study cycles in the field of architecture conducted at a university.

4. The procedure for starting the diploma thesis can be repeated in the following academic year on the basis of a new Diploma Card. Such a procedure shall be deemed to be a retake and will be subject to fees in accordance with §30 section 3 of the Academic Regulations at the Warsaw University of Technology.
5. The course of the thesis preparation is determined by the supervisor in agreement with the diploma candidate:
 - 1) the supervisor supervises the compliance of the diploma thesis with these Regulations;
 - 2) the supervisor, with the diploma candidate, determines the diploma thesis consultants and the time of the first consultation on a given course;
 - 3) the supervisor evaluates the diploma thesis and discusses with the diploma candidate the applied design solutions;
 - 4) the supervisor supervises the diploma candidate's independence in completion of the diploma thesis.
6. During the work on a diploma project, at least three specialists must be consulted. The diploma candidate enrolls to the consultants in the University IT system. The completion of the consultation is confirmed by registration in the University IT system.
7. Consultation in each specialisation is completed in the total duration of no more than one teaching hour.
8. The consultant shall confirm the compliance of the presented project to the extent relevant for the branch-specific consultation. They point to relevant literature and may suggest the use of other necessary study activities in order to sufficiently learn about the issue at hand.
9. Consultations shall take place observing the diploma candidate's project independence, without intervention into the adopted design solutions as long as they comply with building regulations, rules and regulations related to project work in the field of architecture and urban planning binding when the diploma project is completed.
10. To pass the consultations, the consultant may ask the diploma candidate to present the final version of the diploma project.

§ 4

Completion of the diploma thesis, its evaluation, defence and diploma examination

1. Two weeks prior to the deadline for thesis submission the diploma candidate uploads the diploma thesis in the electronic form in the APD system (Diploma Theses Archive) and submits in the Dean's Office a written statement about the submission of the thesis (with the necessary documents and having passed all consultations). Failure to submit such a declaration prevents participation in the diploma session. After this deadline, the diploma candidate has two weeks to make corrections required by the supervisor.
2. The presentation of the diploma theses begins within the timeframes specified by the Dean. Only fully completed and complete works (both the graphic part and text) and approved by the supervisor in the APD system may be displayed in the exhibition. Each board must be signed by both the diploma candidate and the supervisor at the appropriate place on the board metric.
3. At the same time as presenting the work on the exhibition, the graduate uploads the digital version into the University IT system. The supervisor uploads to the APD system their evaluation of the diploma thesis in accordance with the timetable and schedule of diplomas.
4. The prerequisite for admission to the diploma examination is the completion of the entire four-year first-cycle BSc degree programme and the approval of the thesis by the supervisor and reviewer in the University IT system.
5. After the candidate has presented the thesis at the exhibition and the completeness of the thesis and documents has been ascertained, the Dean's Commission makes the provisional admission to the public defence and diploma examination and appoints a reviewer from among persons authorized to be a thesis supervisor.

6. The public defence of the diploma thesis should last no longer than 1.5 hours (including the diploma examination). The defence consists of: the author's discussion of the thesis (up to 15 minutes), review of the thesis (up to 10 minutes), possible questions from the Diploma Examination Board, the candidate's answers to the Board's questions and the review (up to 15 minutes) and discussion. The closed-session diploma examination begins immediately after the end of the defence.
7. The final admission to the defence and diploma examination is made by the Dean on the basis of the written opinions of the supervisor and the reviewer. The supervisor confirms the independence of the thesis taking into account the results of the report from the anti-plagiarism system. They prepare an opinion on the diploma thesis, which includes the proposed grade for the thesis. The opinion is submitted to the candidate no later than 3 days before the scheduled date for the diploma examination (published in the APD system). If this time limit is exceeded by the reviewer, the graduate may request a postponement of the diploma examination and the supervisor may request a change of the reviewer.
8. The following criteria apply to the evaluation of diploma theses:
 - 1) reliability and completeness of the analyses (with reference to local legal regulations and widely understood context of the location);
 - 2) relevance and consistency of the results of the analyses carried out;
 - 3) application of conclusions in the project process;
 - 4) quality of the proposed architectural or urban design solutions, expression, aesthetics, functionality, and creativity;
 - 5) appropriateness of the solutions adopted for the analysed topic (both architectural and urban solutions; as well as building, construction and installations solutions);
 - 6) compliance of the solutions adopted with the rules of the art of design, including the applicable legal norms;
 - 7) reliability, legibility and completeness of the thesis (graphic and text part) and communicative value of the author's presentation of the thesis;
 - 8) quality of work on the diploma project: dedication, independence, curiosity during the analysis (the supervisor's criterion).
9. The date of the public defence and diploma examination is determined by the Dean in accordance with the applicable Academic Regulations at the Warsaw University of Technology.
10. The defence and diploma examination take place before a Diploma Examination Board appointed by the Dean. The Diploma Examination Board consists of at least the chairperson, the supervisor and the reviewer of the defended thesis, and an appointed academic teacher for humanist and technical sciences (one for each). The Secretary of the Board shall carry out all organisational work relating to the examination.
11. The diploma examination is oral. During the diploma examination, the candidate answers four of the five questions that are drawn from the catalogue of questions covering the curriculum. Question answering time is up to 15 minutes. The set contains one question from each curriculum block (architecture - A, urban planning - U, technology - T, architectural heritage - H), the fifth question is removed by the candidate from among two questions from the same curriculum block in the drawn set. The examination questions are publicly announced (the Faculty's website). The Board members must analyse the candidate's diploma project before the examination. The Board may ask additional questions related to the drawn questions.
12. The final evaluation of the BSc diploma thesis and the BSc diploma examination is carried out by the Diploma Examination Board in accordance with the Academic Regulations at the Warsaw University of Technology. The evaluation of the thesis shall be determined by the Board taking into account the opinions and conclusions of the supervisor and the reviewer. In case of varying opinions of the Board members on

the evaluation of the examination and diploma thesis, if the votes are distributed uniformly, the Board Chairperson shall have the decisive vote.

§5

Award of the degree and completion of study

1. The total grade for the study is calculated in accordance with §32 section 2 of the Academic Regulations at the Warsaw University of Technology and the result of the degree programme is determined on the basis of the total grade according to §32 section 3 of the Academic Regulations at the Warsaw University of Technology.
2. After passing the examination and acquiring a positive grade for the diploma thesis, the candidate is awarded the professional title of Bachelor of Science in Architecture in the field of Architecture by decision of the Diploma Examination Board.
3. In the case of graduates who have achieved the outstanding final result of their study, the Dean, on the proposal of the Diploma Examination Board, may request the Rector to distinguish the graduate.