

Regulations for diploma theses in second-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 second-cycle programme in the field of study of Architecture is to document that the student has acquired knowledge during their studies and that they can apply it to solve complex architectural and urban problems.
2. The subject of the thesis is a self-executed conceptual architectural design of a complex architectural object or a multifunctional urban unit that creates and transforms space in order to give it a new value, taking into account non-technical aspects and integrating interdisciplinary knowledge and skills acquired in the course of study¹.
3. The conceptual project work is preceded by a study paper on the problem of the diploma thesis, which is prepared according to the methodology of the scientific class and ends with conclusions on the project.
4. The diploma thesis includes:
 - 1) study work;
 - 2) project work.
5. The title of the diploma thesis consists of two parts:
 - 1) the first part defines the research problem of the study work;
 - 2) the second part refers to design work (project of a building, unit, adaptation, modernisation, redevelopment, development plan etc.) in relation to a specific object providing the specific location (town, city; in case of large cities – district). A specific location may be not given only if the choice of location is an element of pre-project analyses, as long as it arises from the topic of the thesis and is not the subject of study work.
6. The study work on the problems defined in the title of the Master's thesis includes:
 - 1) a descriptive part;
 - 2) a graphic part (including 1-2 boards)
7. The descriptive part of the study work should consist of:
 - 1) formulation of an architectural or urban research problem of a general nature and determination of the research aim;
 - 2) a description of the theoretical background of the analysed problem;
 - 3) a description of the applied research methods;
 - 4) formulation of conclusions for the project work.
8. The study work should have the characteristics of academic work in the formal field: layout, footnotes, sources of quotations and illustrations, and bibliography. Analyses of determinants regarding solutions used in the project work are not part of the theoretical part of the work.
9. The graphic part of the study work should include the necessary visualisations, archive sources, drawing studies, diagrams, graphic sketches and tables, including a graphic representation of the conclusions for the project work.
10. The project work includes the following parts:

¹From 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): in terms of skills, the graduate can (...) DU2. Design a complex architectural object or an urban unit, shaping and transforming space to give it new values – in accordance with the adopted programme, taking into account non-technical aspects and integrating interdisciplinary knowledge and skills acquired during the study.

- 1) a descriptive part of the conceptual architectural or urban design, including: determinants analyses, the author's own assumptions of the design, technical description of the building and branch-specific solutions with a 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 in a model;
11. The final illustration of the outcomes of the diploma thesis consists of:
- 1) eight to ten 100 x 70 cm horizontal drawing boards, while 1-2 boards among them refer to the issues included in the study work;
 - 2) at least two visualisations of selected spaces and a model of the whole object, in the physical (model) or digital form (3D visualisation, presenting the project as well as possible, using modern digital technologies);
 - 3) A4 collection, including:
 - a) study work of no more than 120,000 characters, including spaces,
 - b) project work – descriptive part of the project concept with the technical description and 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.
12. 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.
13. 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 diploma thesis in second-cycle programmes may be a university lecturer who holds at least the doctoral degree 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 year², 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 MSc thesis must correspond to the curriculum and the objective and subject matter of the diploma thesis for MSc degrees 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. The subject of the thesis should be adapted to the requirements listed in § 1 section 5.

² 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 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: elaboration on the theoretical problem-based part with a synthetic description of the research problem and providing appropriate research methods; providing the aim of the project work; programme; location with its characterisation; other important information on the subject or view on the thesis. The prerequisite for the admission of the thesis topic and the supervisor is the completion of all project courses of the degree programme (in particular, the pre-diploma project) and current enrolment for the fourth 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 MSc 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 work, defence sessions and diploma examinations is announced by the Dean at the beginning of the diploma semester.
2. The 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.
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 is in contact with them during their supervision of the candidate;
 - 3) the supervisor evaluates the diploma thesis as it is being prepared and discusses with the diploma candidate the formula of the research problem, analyses in the study work, conclusions and adopted 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 shall be confirmed by registration in the University IT system.
7. Consultation in each discipline is completed in the total duration of no more than one teaching hour.

8. The consultant shall evaluate the presented study work and design work 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 research and project independence without intervention into the applied study formulas for the research problem, conclusions and design solutions as long as they comply with research ethics, 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 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.
2. The presentation of the diploma theses begins within the timeframes specified by the Dean. Only fully completed and complete works may be displayed in the exhibition. Each board must be signed by both the diploma candidate at the appropriate place on the board metric. The supervisor approves the work in the University IT system.
3. At the same time as presenting the work on the exhibition, the diploma candidate uploads the digital version into the University IT system.
4. The prerequisite for admission to the diploma examination is the completion of the entire second-cycle degree programme and the approval of the thesis by the supervisor.
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 diploma examination and appoints a reviewer from among persons authorized to be a thesis supervisor. In case of a diploma completed within a specialisation, the Dean's Commission appoints a reviewer from the above mentioned group of people who have practical experience and research achievements in the specialisation.
6. The final admission to the Diploma Examination is made by the Dean on the basis of the written opinions of the supervisor and the reviewer. Together with the opinion, the supervisor confirms the independence of the thesis taking into account the results of the report from the anti-plagiarism system. The opinion including the proposed grade for the thesis is submitted to the candidate no later than 3 days before the scheduled date for the diploma examination. If this time limit is exceeded, the diploma candidate may request a postponement of the diploma examination.
7. The following criteria apply to the evaluation of diploma theses:
 - 1) reliability and completeness of the analyses and ability to do research;
 - 2) relevance and consistency of the results of the analyses and studies 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;
 - 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 diploma thesis 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.
8. 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.
9. 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 representing project courses and representing humanist and technical sciences (one for each). The Secretary of the Board shall carry out all organisational work relating to the examination.
10. 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 10-15 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.
11. The final evaluation of the MSc diploma thesis and the MSc 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 grades proposed by 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, completion of study and diploma award

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, by decision of the Diploma Examination Board, the candidate is awarded the professional title of Master of Science in Architecture in the field of Architecture with information on the completed specialisation if the Diploma Card defined the specialisation in which the diploma was prepared.
3. The diploma may be awarded at a Faculty celebration at a time determined by the Dean.
4. 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.