

Regulations for diploma theses for first-cycle engineering studies, at the Faculty of Architecture of the Warsaw University of Technology

§1. Objective, subject matter and scope of the work

1. The aim of the diploma project carried out during the first-cycle engineering studies in the field of Architecture is a proof that the graduate has acquired the knowledge gained during the studies and the ability to apply it in practice in solving simple architectural problems and urban planning.
2. The subject of the diploma project is an independently created architectural conceptual design of a simple architectural building with a usable area of up to 3000 m² or a conceptual design of an urban complex with one function prevailing, creating, and transforming the space, to give it a new value.
3. Architectural diplomas should include an urban planning part, while urban planning diplomas should include an architectural part to the extent specified in points 5 and 6.
4. The project work includes the following sections:
 - a. the descriptive part of the conceptual architectural or urban design, including analysis of conditions, author's assumptions for the design, technical description together with the description of land use design;
 - b. the graphic part of the conceptual architectural or urban design with board illustrations;
 - c. a mock-up or at least two visualisations.

Notwithstanding other requirements, all work should be submitted in digital form and placed in the APD system (Thesis Archive) according to the schedule of a given diploma session. In the case when a mock-up is an integral part of the diploma paper, the digital version of the work should be accompanied by a set of photographs of the model, taken from different angles.

5. The description of the project work should include as a minimum:
for architectural design:
 - a. analysis of conditions:
 - historical context,
 - the functional and spatial context (including the form and composition of public space),

- landscape context, natural and cultural environment context,
- formal and legal aspects (including ownership and reference to the provisions of the local law, if any), infrastructure service possibilities (transport, networks), with summary conclusions;
- b. description of plot development project:
 - description of spatial and functional arrangement of objects on the plot (buildings, greenery), considering the distance between buildings in terms of overshadowing, shading and in terms of fire, as well as connections to adjacent areas,
 - description of infrastructural solutions (networks, communication services, networks - accesses and ways, including the method of connecting the proposed site to a public road),
 - assessment of: plot area, building area and biologically active area;
- c. description of the architectural design of the facility:
 - description of the project idea and author's assumptions along with the justification,
 - description of functional and spatial solutions,
 - description of assumptions for construction solutions (structural and material),
 - description of assumptions for installation solutions,
 - description of assumptions for fire protection solutions,
 - summary of floor areas and functions of rooms, with reference to the conclusions of the study work and the analysis of the conditions;
- d. a bibliography and sources of information obtained;
- e. A3 copies of the charts;

for an urban design project:

- a. analysis of existing conditions:
 - cultural environment (tradition of the place, systems, and objects of historic value),
 - natural environment,
 - cultural landscape,
 - spatial layout (including public space, form of investment, compositions connections) and functional in the context of a larger settlement unit,
 - planned solutions or design choices and formal and legal conditions, including the findings of the current local plan and spatial development study city or municipality,
 - infrastructural systems - transport and networks and conclusions resulting from the analyses;
- b. description of the concept of the designed development complex in terms of:
 - spatial and functional layout,
 - assumptions for protection of landscape, natural and cultural values,
 - assumptions for infrastructure service (communication, networks),

- with reference to the conclusions of the study work and the analysis of the conditions;
- c. for a selected fragment of the concept, a description of assumptions for wall and floor material solutions urban planning (urban detail, greenery);
 - d. for a selected fragment of the concept, a summary of: the surface of quarters, the surface of development, biologically active area, usable area, building intensity, parking demand;
 - e. bibliography and sources of information obtained;
 - f. copies of the charts in A3 format.
6. The graphical part of the thesis should include as a minimum:
- for architectural design:
- a. a graphic illustration of the material collected, indicating the source and output of the analysis carried out;
 - b. location of the designed facility against the urban context 1:2000 or 1:5000;
 - c. land development project on a geodetic base in the scale 1:500 or 1:1000 with the boundaries of the development marked, in a notation consistent with the development plans;
 - d. set of architectural drawings in sufficient number and scale to fully explain the concept and adopted spatial, functional and technical-material solutions;
 - e. original architectural detail (catalogue solutions are not accepted);
 - f. colour scheme considering the adopted material solutions in the scope of explaining the concept (This can be a colour design of the façade or a visualisation).

for an urban design project:

- a. a graphic illustration of the material collected, indicating the source and the output analysis carried out in the context of both the larger settlement unit and the project area, including the existing spatial development plan and the study of conditions and directions of spatial development (if such studies exist);
- b. conceptual design of the urban complex made on the geodetic base at a scale of 1:1000 or 1:2000;
- c. development plan of the most significant fragment of the complex for the concept, made at a scale of 1:500, in a record consistent with the development plans, showing:
 - public space solutions (detail, greenery),
 - ground floor plan of the buildings,
 - a diagram of the level of car parks with cross-sections, in sufficient quantity to provide a full picture of solutions adopted;

- d. development of urban walls on a scale of 1:250 of the most significant fragments of public space with a display of their colours;
 - e. selected urban detail applied to the project.
7. The final illustration of the thesis results consists of:
- a. 6 drawing boards 100 x 70 cm in horizontal arrangement, with the assumption of their exposition in two columns of three boards each;
 - b. a model or at least two visualizations;
 - c. an elaboration in A4 format, including a descriptive part of the diploma paper, together with copies of all the boards;
 - d. digital record in the University information system (charts, text part and summary of the description of the thesis in Polish - maximum 3000 characters - and in a foreign language, if the supplement is to be issued in that language).
8. Each of the thesis charts must contain a label according to a model established by the Dean, located in its lower right corner. The graphic solutions adopted should ensure the legibility of the metric on each of the boards.
9. Specimens and detailed specifications of some elements of the thesis (cover and title pages of the studies, chart metric, naming and file format of the electronic version, statement of the proprietary character of all elements of the thesis) shall be determined by the Dean in a separate directive.

§2. Admission to the execution of the thesis

1. The procedure for admission to the performance of the diploma thesis begins with the submission of the Diploma Card by the deadline set by the Dean (before the beginning of the summer semester).
2. The supervisor of an engineering diploma paper may be an academic teacher entitled to conduct engineering diplomas, holding at least a Master of Science degree in architecture and: scholarly output constituting a significant contribution to the development of the academic discipline - architecture and urban planning or building licence in architectural specialisation without limitation, and a significant design output. The list of persons authorized to conduct diplomas is given to the public. Free choice of supervisor is obligatory (with the limitation that the supervisor may conduct 10 master's diplomas in total per academic year in the case of employment as a part-time supervisor, a proportional reduction is applied in the number of possible conducted diplomas).

3. The topic of the diploma thesis should be consistent with the curriculum and the aim of the studies and the subject of the diploma paper for the first-cycle engineering degree programme as defined in §1 items 1 and 2 of these regulations. The topic of the thesis may be proposed by the graduate student and accepted by the supervisor or proposed by the supervisor individually or for a group of students working under the direction of the supervisor. The title of the thesis should include: an indication of the type of activity design (design of a building, complex, adaptation, modernization, revalorization, development plan etc.) in relation to a specific facility and location.

4. Approval of the thesis topic and the thesis supervisor is made by the Commission before the beginning of the summer semester appointed by the Dean. Approval is based on the submitted Diploma Card, including a proposal for a supervisor, a thesis topic accepted by the proposed supervisor and the coordinator of the specialization and the characteristics of the work. Approval of the subject of the work and the supervisor is dependent on the completion of all design subjects in the study programme and having a current registration for semester VIII. In the case of persons applying for renewal of studies in order to complete the diploma before resuming for the defence it is required to complete the entire 4-year programme of the first-degree engineering studies. Since the approval of the supervisor and the topic, the Diploma Card is treated as a declaration to join the diploma project. A copy of the Card remains in the Dean's Office, while the original is issued for documentation of work progress on a diploma.

5. From the moment of approval of the supervisor and the topic of the diploma paper, the Diploma Card is treated as a declaration to embark on a diploma project. A copy of the Card remains in the Dean's Office, while the original is issued in order to document the progress of the degree.

6. The list of graduates allowed to take up their diploma thesis is announced at the beginning of a semester of summer. Before publishing the list, the Commission may request additions to the Card or suggest changes in the scope or subject of the diploma thesis.

7. Any changes to the approved diploma thesis title during the course of work require the approval of the Dean and may not significantly alter the approved subject matter and scope of work. Such changes are possible at the latest by the end of the semester in which work on the diploma began.

§3. Organisation of the thesis

1. The schedule of theses, defences and diploma examinations is announced by the Dean at the beginning of a semester the graduation.
2. The thesis begins at the beginning of the summer semester and lasts one semester. The deadline for submission of the thesis is set by the Dean and takes place after the end of the semester.
3. In randomly justified cases, upon a written application of a student or a supervisor, the Dean may set a second, additional date for submitting the diploma, in accordance with §30 para. 2 of the Study Regulations.
4. The procedure for commencing the diploma work may be repeated in the following academic year based on the new Diploma Card. Such a procedure is treated as a paid repetition of the subject.
5. The course of the diploma paper according to the schedule included in the Diploma Card shall be determined by the Supervisor in consultation with the graduate student. Corrections by the supervisor and consultants should be entered on a regular basis to the Diploma Card (date and signature).
6. Consultations with at least three specialists are required while working on the diploma project documented by an entry in the Diploma Card. The selection of consultants is determined by thesis supervisor and requires his/her approval. Consultants from industries specified in §5 of this regulations are provided by the University, and their working hours are publicly available.

§4. Completion of work, its evaluation, defence, and diploma exam

1. Two weeks before the deadline for the submission of the diploma thesis, the diploma student shall place the thesis in a digital version in the APD (Thesis Archive) system and submits in the dean's office a written declaration of thesis submission. Failure to make such a declaration shall preclude participation in the graduation session. After this date, the graduate has two weeks to make any corrections required by the supervisor.
2. The thesis exhibition begins on the date set by the Dean. At the exhibition, only fully finalized and complete works can be displayed (this applies to the graphic and text part) and approved by the supervisor in the ADP system. Each board must be signed by the candidate in the appropriate place on the board metric.
3. At the same time as displaying the work at the exhibition, the graduate shall submit the Diploma Card to the Dean's Office with required supervisor and consultant signatures, text part of the thesis with copies of charts and must upload a digital version into the University's information system. The Supervisor places his/her grade of the thesis in the ADP system.
4. In order to be admitted to the diploma examination, a student must have successfully completed the entire four-year study programme of first-degree engineering studies and acquire the acceptance of the thesis by the supervisor.

5. After the graduate displays his/her work on the exhibition and confirms that the work and documents are complete, the Dean's Commission grants preliminary admission to the diploma examination and appoints a thesis reviewer from among the persons authorised to act as diploma thesis supervisor.
6. After displaying the diploma project at the exhibition, graduates are required to prepare and make its public presentation. It takes place in front of a supervisor, a reviewer and invited guests according to the schedule of a given session. The reviewer is obliged to participate in the public presentation of the project as agreed with the graduate. In justified situations the presentation can take place within the framework of synchronous remote contact using information system tools, during which the diploma student as well as the supervisor and the corrector participate in the examination at the same time, but in different places.
7. Final admission to the diploma examination is made by the Dean based on written opinions of the supervisor and the reviewer. The Supervisor, together with an opinion, confirms the independent execution of the diploma thesis, considering the results of the report from the anti-plagiarism system. Opinions, including the requested evaluation of the thesis are also received by the graduate at the latest 3 days before the scheduled date of the diploma examination (made available in the ADP system). If this deadline is exceeded, the graduate may apply to postpone the diploma exam, and the supervisor may apply to change the reviewer.
8. The following thesis evaluation criteria apply:
 - a. reliability and completeness of analyses (with respect to local law and broadly defined context).
 - b. the soundness and consistency of the conclusions drawn from the analyses carried out;
 - c. application of the findings to the design process;
 - d. quality of the proposed architectural or urban planning solutions and their expression, aesthetics, functionality, and creativity;
 - e. adequacy of the solutions adopted to the subject under development (both architectural/urban planning as well as construction, engineering, installation);
 - f. compliance of the accepted solutions with the principles of the design art, including the applicable legal standards;
 - g. reliability, legibility, and completeness of the diploma paper (graphic part and text part) and coherence of the author's presentation of the work;
 - h. quality of work on the diploma project: regularity, independence, inquisitiveness during analysis (criterion for supervisor).
9. The date of the diploma examination is set by the Dean in accordance with the applicable study regulations.
10. The diploma examination takes place before a commission appointed by the Dean. The Examination Board shall consist of the diploma committee and include at least: a

chairperson, a supervisor, and a reviewer of the defended thesis, and one designated academic staff member each representing the humanities and technical sciences. The Secretary of the Commission carries out all organisational work related to the examination.

11. The diploma examination is oral. During the diploma examination a diploma student answers four out of five questions drawn from a set of questions covering the curriculum of studies. Response time for questions: 10 - 15 minutes. The set contains one question from each curriculum block (architecture, urban planning, technology, history), the fifth question is drawn at random from all of them. The Candidate crosses out one of the two questions marked in the drawn set. Examination questions are publicly announced (Faculty website). Members of the Commission are required to acquaint themselves with the diploma project before the diploma examination. The Commission shall be entitled to ask supplementary questions regarding the diploma project, while the graduate can briefly comment to review.
12. The final assessment of the engineering thesis and the engineering diploma examination shall be made by the Commission of the diploma examination, in accordance with the Rules and Regulations of the Warsaw University of Technology. Evaluation of the thesis is determined by the Commission based on the opinions and conclusions of the supervisor and reviewer. In the case of a divergent opinion of the members of the Committee concerning the assessment of the examination and the diploma paper when the ratio of votes is evenly distributed, the Chair of the Commission shall have the decisive vote.

§5. Award of degree and graduation

1. The cumulative grade for the course of study is calculated according to §32 para. 2 of the Academic Regulations, while the result of the course of study is determined by the grade calculated on the basis of total grade according to the provisions of §32 item 3 of the Academic Regulations.
2. A graduate, having passed the examination and having received a positive mark for his/her diploma thesis, shall receive the professional title of architect in the field of architecture by decision of the Commission.
3. In the case of graduates who have received an "excellent" final grade, the Dean, upon application of the diploma examination committee, may apply to the Rector for awarding the graduate.