

BSc CANDIDATES!
NOVEMBER SESSION OF ENGINEERING DIPLOMAS
DIPLOMA YEAR 2022/2023

DIPLOMA THESES SHOULD BE PUT UP AT THE EXHIBITION
IN PAWILON WYSTAWOWY ON MONDAY 23 OCTOBER
AT 12:00-14:00

THE EXHIBITION ROOM WILL BE CLOSED
AT 14:00 SHARP

- NO LATER THAN BY **12 OCTOBER 2023** (THURSDAY) BY **24:00** THE THESES NEED TO BE UPLOADED TO APD <https://apd.usos.pw.edu.pl>
 - ON **13 OCTOBER 2023** (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).
 - 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 **19 OCTOBER 2023** (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, **23 OCTOBER 2023** 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).
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- Only complete and finished projects will be admitted to the **in-person diploma session** taking place on **6-10 November 2023**.
 - By **12:00** on Thursday, **12 October 2023**, 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, **24 October 2023**, around **12:00**.
 - The BSc student should immediately report to the appointed **reviewer**.
 - The **presentations** should take place from **25– 27 October 2023**. The place and date of the presentation is determined by the supervisor, the BSc candidate and the **reviewer**.
 - A preliminary timetable of diploma examinations will be published on Friday, **27 October 2023**.
 - The **reviewer** should no later than by **2 November 2023** (Monday) by **12:00** upload the review to **APD**.
 - On Friday, **10 November 2023**, Diplomas should be taken down from the Exhibition by **17:00**.

Warsaw, 20 September 2023

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