Annex no. 3 to Resolution no. 32/2017 of the Board of the Faculty of

Building Services, Hydro and Environmental Engineering

of 20 June 2017

**REGULATIONS ON CONDUCTING THE DIPLOMA EXAMINATION AT THE FACULTY OF BUILDING SERVICES, HYDRO AND ENVIRONMENTAL ENGINEERING**

**(full-time and part-time first- and second-cycle degree programmes)**

1. The diploma examination should take place within 30 working days, following the date of admission thereto, excluding class-free days set by the Rector’s decision.
2. The Faculty Office sets the dates of diploma examinations before the beginning of each semester. The dates of diploma examinations are published at the beginning of each semester on the notice board next to the Dean’s Office, the notice board next to the Faculty Office and on the Faculty website.
3. Diploma examinations are conducted by diploma examination boards.
4. A diploma examination board comprises at least four persons:
* chairperson,
* thesis supervisor,
* reviewer,
* an academic teacher representing the specialisation or field of study of the student taking the examination.
1. A diploma examination board must include at least one academic teacher holding the degree of *doktor habilitowany*. At the request of the chairperson of the board, the Dean may appoint other persons to the board, e.g. a consultant in case of completing the thesis outside the Warsaw University of Technology. Composition of the board is proposed by the authorised chairperson of the board and approved by the Dean.
2. If the thesis supervisor is the authorised diploma examination board chairperson, then the chairperson will be the Head of the Division of the thesis supervisor or another Faculty academic teacher appointed by the Dean, holding at least the degree of *doktor habilitowany*, representing the specialisation or field of study of the student taking the examination.
3. In special cases, the chairperson of the board, supervisor, reviewer or board member may be replaced at the diploma examination by the Dean or Vice-Dean for Academic Affairs.
4. The diploma examination is an oral examination.
5. At the diploma examination, the board evaluates the results of the diploma thesis presented by the student taking the examination and his or her answers to:
* questions on the diploma thesis,
* three questions related to the study programme.
1. At the end of the diploma examination, the board determines:
* the grade for the diploma thesis on the basis of the grades proposed by the thesis supervisor and reviewer(s),
* the grade for the diploma examination to be based on the answers given by the student to questions concerning the diploma thesis and questions related to the study programme, as the average grade of four grades (grade for the presentation and grades for three questions related to the study programme),
* final result of the study.
1. The final grade for the study is determined in accordance with the Academic Regulations at the Warsaw University of Technology.
2. If a student has failed the diploma examination, or for no justifiable reason, has failed to take the diploma examination on the appointed day, the Dean sets another date for the examination as the final date. The second examination may take place after one month has elapsed but no later than within three months following the first examination date.
3. If a student fails the diploma examination on the second date, he or she is struck from the register of students.