

**REGULATIONS ON COMPLETION OF DIPLOMA THESES AT THE
FACULTY OF BUILDING SERVICES, HYDRO AND ENVIRONMENTAL
ENGINEERING
(full-time and part-time first- and second-cycle study)**

1. When the subject of the diploma thesis is formulated, the following aspects should be taken into consideration:
 - research work currently carried out at the Faculty/Department, commissioned by external institutions, statutory research, research grants etc.,
 - international cooperation,
 - subjects proposed by representatives of external institutions and employers,
 - correlation between the performed professional practice (internship) and the subject of the future diploma thesis,
 - student's interests, initiative and activities.
2. A Bachelor's Engineering diploma thesis should concern the design of buildings, installations, networks, technological and technical facilities, material issues as well as computer models of processes, devices, objects or measurement issues. The task should be of practical nature. It is recommended to perform BSc engineering diploma theses in cooperation with external institutions. The subject of a BSc engineering diploma thesis may be solving a task concerning:
 - design, construction or maintenance of simple building structures, installations, networks, technical devices or their fragments,
 - technological process,
 - programming project,
 - independent development of the problem, based on the analysis and evaluation of data from literature sources.
3. A Master's diploma thesis should demonstrate the ability to use research and analytical methods as well as the ability to define and solve problems in a given discipline. It should include new results of analyses, experimental or theoretical research or a new solution of a selected problem in the field of study. The subject of the master's thesis may in particular be:
 - completion of a research task,
 - analysis of the technological and technical solution of environmental engineering facilities,
 - solving a computational, design, technological task or a separate part of a larger project,
 - development or a significant improvement of the research, measurement or analytical methods.
4. Topics of diploma theses may be proposed by academic teachers with the academic title or the degree of *doktor habilitowany* and (after authorization by the Dean) academic teachers with a doctoral degree (thesis supervisor).

5. Thesis supervisors should submit the offer of diploma thesis topics, respectively:
 - for studies ending in the winter semester of the next academic year, to the Head of the Department by May 30 of the current academic year; After approval, the Head of the Department should submit the topics to the Vice-Dean for Studies, who should post them on the faculty website /www.is.pw.edu.pl/ by June 15 of the current academic year. The student should choose a topic and sign up with the thesis supervisor by September 30 of the current academic year.
 - for studies ending in the summer semester, to the Head of the Department by October 30 of the current academic year; After approval, the Head of the Department should submit the topics to the Vice-Dean for Studies, who should post them on the faculty website /www.is.pw.edu.pl/ by November 15 of the current academic year. The student should choose a topic and sign up with the thesis supervisor by March 15 of the current academic year.
 - it is allowed to carry out diploma thesis topics not previously submitted by the supervisor, which are related to the currently conducted research or are the student's own proposal. The subject of such diploma thesis should be submitted to the Vice-Dean for Studies, upon approval of the Head of the Department, within the time limit enabling the completion of the diploma thesis by the deadline specified in the course of studies.
6. A first-cycle student may choose the topic of the diploma thesis at the earliest:
 - in the case of 7-semester studies – at the beginning of the 6th semester of studies,
 - in the case of 8-semester studies – after the end of the 6th semester of studies.
7. A second-cycle student may choose the topic of the diploma thesis at the earliest after the end of the 1st semester of study.
8. The student is obliged to submit to the Dean's Office a "Diploma Thesis Title Submission Form" by the following dates:
 - by October 30 of the current academic year – first-cycle 7-semester studies (field of study Bioeconomy),
 - by March 15 of the current academic year – first-cycle 8-semester studies,
 - by April 15 of the current academic year – second-cycle studies.
9. The diploma thesis subject given to the student is valid for a period of 2 years, counting from the day of submission of the "Form". In justified cases, the supervisor has the right to shorten the validity period of the subject, but for a period no shorter than one year. Information about the expiry date is entered by the supervisor in the "Diploma Thesis Title Submission Form".
10. Upon the consent of the Dean, the diploma thesis may be carried out outside the Faculty in an institution that will provide appropriate conditions for its implementation – in an industrial company, research institute etc. The thesis supervisor from outside the Warsaw University of Technology, referred to as the consultant, may participate in proceedings connected with completion of the thesis (diploma seminar, diploma examination, reviews).
11. A diploma thesis is carried out individually or, if the subject of the thesis requires it, in teams of two or three. This requires a detailed specification of the participation of each author in the performance of the thesis.

12. The student is free to choose the topic of the diploma thesis. If a topic is selected by more than the expected number of students, the thesis supervisor decides about assigning a given topic, taking into account: student's predisposition to implement the topic, learning achievements (average of the grades).
13. In the course of completion of the diploma thesis, the Dean may, at the justified request of the student, change the thesis supervisor. When the supervisor is changed and the subject remains the same, a written approval of the thesis subject's author is required.
14. The final topic of the diploma thesis is created as a result of arrangements between the supervisor and the graduate student. A broad student initiative is allowed. The thesis supervisor is responsible for the conditions of the implementation of the diploma thesis and provides ongoing academic supervision. Organisational supervision over the implementation of diploma theses is exercised by the Vice-Dean for Studies.
15. In the course of the implementation of the diploma thesis, the thesis supervisor, upon consultation with the student, may change its topic when circumstances arise that make it impossible to implement the previously agreed topic or if it requires clarification. The thesis supervisor should inform the Vice-Dean for Studies via the Head of the Department about the change.
16. The results of a diploma thesis are presented in the form of a printout along with its digital record. The diploma thesis must include:
 - title of no more than 200 characters,
 - a summary of the thesis in Polish and English,
 - a list of keywords in Polish and English,
 - if the student applies for a copy of the diploma translated into a foreign language other than English, the thesis must also include the title, summary, and list of keywords in that language,
 - if the thesis is written in another language than the language of instruction, it must include the title, summary and list of keywords in the language of the thesis, in Polish and in English.
17. Editorial guidelines - in accordance with the Rector's Ordinance No. 43/2016 and Rector's Ordinance No. 57/2016, unified editorial requirements for diploma theses were introduced regarding:
 - cover,
 - title page,
 - thesis layout,
 - editing rules.

Detailed information on editorial guidelines is available at the Faculty website: www.is.pw.edu.pl

18. The student uploads the diploma thesis in an electronic version to the USOS-APD module, where it is archived. Then the thesis supervisor approves the thesis and uploads an assessment of the thesis in the module USOS-APD. Then, the thesis with the supervisor's assessment is forwarded to the reviewer, who prepares a review of the thesis and uploads it to the USOS-APD module. The student has the right to read the assessment and the review at least three days before the date of the diploma examination. The deadline for uploading the diploma thesis in the USOS-APD module and its approval by the thesis supervisor is the final date for submitting the diploma thesis referred to in point 21.
19. The obligation to submit theses to the nationwide repository and archiving in the USOS-APD and WUT Knowledge Database does not refer to written diploma theses

which include information protected under the regulations on protection of classified information (legal basis Article 347 (2) of the Act Law on Higher Education).

20. If the diploma thesis is classified under the Rector's Regulation on confidentiality of diploma theses, the data on the diploma thesis shall be provided to the national repository and archiving in the USOS-APD and in the WUT Knowledge Base, with the proviso that instead of the content of the diploma dissertation, the number and the date of the Dean's decision to classify the diploma dissertation, and in the field for the title of the diploma dissertation, "classified thesis" is entered.
21. A student is required to submit a diploma thesis, approved by the supervisor, for first-cycle and second-cycle studies according to the date specified in the schedule of the academic year. Submitting the diploma thesis is understood as the supervisor's acceptance of the thesis uploaded to the USOS-APD system.
22. The Dean, at the request of the thesis supervisor or the student, may postpone the deadline for submitting the diploma thesis by no more than three months in relation to the above-mentioned deadlines (Study Regulations §30 section 2). The extension of the submission of the diploma thesis may take place after completing all the subjects required by the course of study (obtaining the certificate of completion) and the progress of the diploma thesis is at least 60% (confirmed by the thesis supervisor).
23. A student who did not submit the diploma thesis on time shall be removed from the list of students.