

## DIPLOMA PROCEDURES

### I.

Students begin the process of receiving their diploma by getting following documents and items from the Institute Students Office:

- **The decision of admission to the diploma examination from the Education Office**
- **Covers** for their diploma thesis. Covers should be available two weeks before the date set by the Rector for submitting the thesis in the particular Institutes that issue them:
- Institute of Computer Sciences (room 205)
- Institute of Telecommunication (room 508)
- Institute of Radioelectronics and Multimedia Technology (room 424)
- Institute of Control and Computation Engineering (room 518)

Below please find required documents that should be submitted in one set all at once:

- 1) One hard copy of the examination thesis prepared according to the following requirements: <http://www.elka.pw.edu.pl/Studia/Kalendarz-ustalenia-plan-zajec/Prace-Dyplomowe>
- 2) Two CD/DVD with digital copy of the thesis in PDF format. Each CD/DVD should have a sticker with following information: name and surname, album number, type of the examination thesis (engineering, masters degree), title of the thesis, name of the faculty, name and surname of the thesis supervisor.  
Each CD/DVD should be placed in a separate envelope with a window (so the data are visible).
- 3) The decision of admission to the diploma examination (filled in up to the point: *I hereby assess the thesis positively, date and signature of the supervisor*).
- 4) A written statement (appendix number 28/2016 to the provision of the Rector)
- 5) Student record book (with particular section filled so the last entry can be made: e.g. doc. dr inż. Sławomir Kula – Edycja Pracy Dyplomowej (EBDE; EMDE – according to the type of studies).
- 6) Copy of the first page of the thesis along with the pages with the abstract (the abstracts **should have** titles of the thesis in the according language)
- 7) In the Institute of Computer Sciences: Card of the graduate (available for download on the Institute website in the Graduate Handbook (Poradnik Dyplomanta) section).

### II.

Students are required to pick up their record books along with *Decision of admission to the diploma examination* signed by the Deputy Director for Academic Affairs (of the Institute). They should attach photos and payment for the diploma confirmation. This set of documents should be submitted in Students Office (room 158) as soon as possible.

### III.

Students Office (room 158) require following set of documents:

- 1) The decision of admission to the diploma examination signed by the Deputy Director for Academic Affairs.
- 2) Student record book with all the required entries filled in or transcript of records with all grades from the current semester.
- 3) A written statement (appendix number 28/2016 to the provision of the Rector).
- 4) 4 photos, size 3,5 x 4,5 cm

#### 5) Confirmation of payment for the diploma (60 PLN)

Graduates applying for diploma duplicates in English (3 duplicates at most) should submit in the students Office – apart from mentioned above – also following documents:

Application for duplicates in English (forms are available to fill in the Students Office, room 158).

Additionally one photo (3,5 x 4,5 cm) for each duplicate.

Confirmation for additional payment (40 PLN) for each duplicate in English (2 duplicates – 80 PLN, 3 – 120 PLN).

It is possible to add those payments to the payment for the diploma.

#### IV.

After submitting above mentioned documents in the room 158 it is very important to inform the Office for Students Affairs of the particular Institute about it as soon as possible (Institute of Computer Sciences room 205, Institute of Telecommunications room 508, etc) so the data can be enter to the USOS system.

#### V.

Logging to the USOS system

From the 1st of September 2015 all the payments between the student and the University such as: payments for the record book, students ID, resumptions, diplomas and duplicates, payments for uncomplited courses will be processed through an online account, separate for each and every student.

One can get the information about the number of the personal online account through the USOS system in the section: *Dla studentów* → *Rozliczenia*. First year students along with students from the 14Z and 15L enrollment can access the system using the password they already have for the *Rekrutacja PW* system.

Those students who up till that point did not use the system are required to obtain the start password. The algorithm for such password is described on the Usos site <https://usosweb.usos.pw.edu.pl> in *Hasła do serwisów USOSWeb i APD* section.

In case it is not possible to log in one should try to reset the password using system available on the site: (this applies to all students). If the resetting operations is not successful (for example: due to not enough data in the system) one should contact Student Office (room 158).

#### VI.

The Archive of Theses – **APD**

From the academic year 2015/2016 all the theses should be archive in the Warsaw University of Technology Archive of Theses (APD). The procedure of archivization require from the student not only submitting the thesis in PDF format but also entering some additional information like the abstract or key words. All this need to be done in a short period of time between the moment the students office verify that the graduate complited the faculty program and submitted all the necessary for the examination documents and the date of that examination itself.

The first step after submitting the documents in the Students Office is informing the Institute about it is logging on the APD site: <https://apd.usos.pw.edu.pl>

All the detailed information about uploading the thesis and its description to the APD are available on the website of the department:

<http://www.elka.pw.edu.pl/pol/Studia/Kalendarz-ustalenia-plan-zajec/Archiwum-prac-dyplomowych/APD-inormacja-dla-Studenta>

**Please note:**

Uploading the thesis to the APD archive along with positive assessment from the thesis supervisor are mandatory conditions for the student to be able to be admitted for the diploma examination.