

## **Schedule for Completing Diploma Thesis in the Summer Semester of 2023/24 for final semester students of engineering and master's degree programs**

### **1. General Guidelines for the Diploma Process**

The diploma process will be conducted in the APD system (Archiwum Prac Dyplomowych). Participation of the graduate, supervisor, and reviewer in the system will be required. Instructions for using the APD system can be found at [apd.usos.pwr.edu.pl](http://apd.usos.pwr.edu.pl)

The schedule only provides a time frame within which all activities related to the diploma process should be carried out, without detailed guidelines for the deadlines of each task. These should be conducted in a way that allows the graduate to meet the deadline for submitting the thesis and other documents to the Dean's Office.

All documents required for the diploma examination must be submitted to the Student Dean's Office in person by the graduates. Only signed originals of the documents, including those received from supervisors and reviewers will be accepted. Scans of these documents will not be accepted at the Dean's Office.

### **2. Diploma Process Schedule**

- by 17.06.2024, students should complete their diploma thesis and obtain approval from their supervisor for the final version to be entered into the APD system;
- from 17-23.06.2024, complete the full procedure in APD, including:
  - student entering the diploma thesis and other required data into the APD system,
  - supervisor checking the data entered by the graduate in APD and making corrections if necessary,
  - anti-plagiarism check of the diploma thesis by the supervisor in the JSA (Jednolity System Antyplagiatowy). NOTE: the system allows for the project to be withdrawn for correction and resubmission for a new check only once,
  - supervisor issuing a review,
  - supervisor entering the diploma thesis grade in APD and in JSOS,
  - reviewer issuing a review,
  - supervisor submitting the diploma thesis for defense. NOTE: Due to the specifics of JSA (Jednolity System Antyplagiatowy) algorithms, a high PRP index (especially for engineering projects) does not necessarily indicate lack of originality, which is ultimately determined by the supervisor. Projects deemed unoriginal must be reported to the Dean's Office via email immediately. NOTE: Reviews of engineering projects are in survey form, while master's projects are in open form with a limit of 10000 characters including spaces.
- 21.06.2024 is the final deadline for issuing grades for the diploma thesis for graduates planning to take the diploma exam;
- by 24.06.2024, students collect signed original documents from the supervisor: “General Report - Conclusions”, general anti-plagiarism control report from JSA, and supervisor’s review;
- by 24.06.2024, students collect the signed original review from the reviewer;
- by 25.06.2024, at 10:00, graduates must personally submit all required documents for the diploma examination to the Dean's Office;
- from 8-10.07.2024, diploma examinations for first and second-degree students.

Failure to meet the above deadlines by graduates, supervisors, or reviewers may result in the loss of the opportunity to take the diploma exam in July 2024.

More details about the implementation of diploma projects are provided in the announcement "Guidelines for Implementing Diploma Projects" posted in the Dyplomanci tab on the faculty website.

If the student does not submit the diploma thesis for assessment by 21.06.2024, the supervisor should enter a failing grade into the student's electronic index by 25.06.2024 (the last day of the semester), unless the student obtains permission from the Vice-Dean to extend the grading deadline. In such a case, the student should email to the joann.dalecka@pwr.edu.pl a request for enrollment in the "Diploma Thesis" repeat course for the winter semester of 2024/25 (continuation of the topic with supervisor's consent if the project is >75% complete or a request for a new topic) by 9.07.2024, or they will be deregistered due to lack of progress. Failure to submit the request by the specified deadline may result in deregistration based on the Regulations regarding non-submission of the Diploma Thesis. Please note that students undertaking repeat and outstanding courses ending with exams should agree on earlier exam dates with the Examiners to ensure grade entries in USOS by 24.06.2024.

11.03.2024

Vice-Dean for Didactics  
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