

Information for W02 Students on Diploma Thesis Registration for the Winter Semester 2024-25

Registration for diploma theses will be conducted solely through administrative means, based on written applications submitted at the Dean's Office or sent to Zapisy.pracadypplomowa@pwr.edu.pl. Self-registration for a diploma thesis in the USOS system will not be possible.

On the faculty EN page under the "Diplomants" tab, list of thesis topics for CEB specialization proposed for the entire academic year 2024-25 have been posted. Based on this list, you can find out what topics have been reported. The page will not provide information on whether a specific topic is available or not; this information should be checked in the APD system. Details about the purpose and scope of the diploma thesis for each topic can be found in the APD - Archiwum Prac Dyplomowych (Archive of Diploma Theses) system.

To reserve a topic, check in the APD system if the topic is available. If the topic is not yet in the system, ask the supervisor (promoter) of that topic to enter it into the APD system. A supervisor of a topic listed in the system can reserve it or directly assign it to a specific student. Such reservations can be made in advance – also for the summer semester.

Once the topic is agreed upon for the winter semester, the supervisor assigns the agreed student to the topic and submits an application for topic approval in the APD system. Both the supervisor and the student must sign off (by clicking) on the application.

After the topic is approved, the student must submit a written application for registration for the diploma thesis at the Dean's Office (or sent to Zapisy.pracadypplomowa@pwr.edu.pl) – this is crucial because without this application, any student will not be registered for the diploma thesis in the APD system.

Deadlines for submitting applications for diploma thesis registration at the dean's office: by July 9, 2024 (first round) and by September 23, 2024 (second round).

Below, I provide detailed instructions for choosing a topic and registering for a diploma thesis in the winter semester of 2024-25.

A. Registration for the first implementation of a diploma thesis or for a repeat with a new topic:

1. Topics for diploma theses proposed for the entire academic year 2024-25 are currently being entered by Supervisors (promoters) into the APD system. On the APD system page [<https://apd.usos.pwr.edu.pl/>], you can view the card for each topic, which includes the purpose and scope of the topic in the "Description of the work in the original language" field. The "Status of the topic" field indicates the availability of the topic; an available topic has the status "available". When selecting a topic, please ensure it pertains to the correct type of work (engineering/master's) and the correct specialization. Information about the specialization should be stated in the "Description of the work in the original language" field.
2. List of CEB topics is available on the faculty page under the "Diplomants" tab, but these lists will not provide current information on the availability of topics; this must be checked in the APD system.

3. After selecting a topic, agree with the Supervisor (promoter) the possibility of undertaking the selected topic. After that, the Supervisor (promoter) enters the student in the APD system as the "author" of the work, then the student (author) and Supervisor (promoter) sign the application for approval of the topic by the Approving Committee. Subsequently, the Supervisor submits the application for approval to the Committee. **NOTE:** To carry out the diploma thesis, it is not enough for the student and supervisor to approve the topic in the APD system. The student must then submit an application at the Dean's Office for registration for the diploma thesis in the USOS system.
4. Students interested in undertaking a given topic in the next summer semester can ask the chosen Supervisor (promoter) to reserve the agreed topic and change its status in the APD system to "Reserved".
5. To complete the registration for a diploma thesis, students must submit a completed registration form to the Dean's Office (room 04, building C7) or send it by email to Zapisy.pracadyplomowa@pwr.edu.pl by July 9, 2024 (first round) or September 23, 2024 (second round). The application must include a screenshot showing the approved diploma thesis topic (such as a print screen), as per the example form posted on the faculty webpage under the "Dyplomanci - Do pobrania" tab or "Diplomants" tab on EN page. Applications without such a screenshot of the approved topic will not be processed. Please note that before submitting the application for diploma thesis registration, the topic must be approved in the APD system.
6. If registering for a subsequent realization with a new topic, it is necessary to agree on a new diploma thesis topic with a different supervisor than the previous one.

B. Registration for a repeat of the diploma thesis with continuation of the current topic

Students who are currently undertaking a diploma thesis topic in this summer semester and will not be able to complete it on time may register for an entirely new topic (following the instructions given in section A) or, with the Supervisor's consent, may register for a continuation of the current topic if the progress of the work exceeds 75%. To register for a continuation of the topic, download and fill out the application form "Application for registration for the repeat course of the diploma thesis with continuation of the topic" from the "Dyplomanci - Do pobrania" tab or "Diplomants" tab on EN page. The application must be submitted by July 9, 2024 (first round) or by September 23, 2024 (second round) at the Dean's Office (room 04, building C7) or emailed to Zapisy.pracadyplomowa@pwr.edu.pl. The application form must include written consent (i.e., signature) of the current supervisor and his information on the progress of the work (required above 75%).

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