**RULES FOR ENROLLING IN DIPLOMA THESES**

**IN THE WINTER SEMESTER 2023-24**

I would like to inform you that due to the transfer of the entire didactic process to the new one. The current procedure for selecting the topic of work will also change diploma and enrollment for diploma theses. All activities related to choosing a new one. Thesis topics will be conducted in the APD system - Archive of Diploma Theses.

Registration for diploma theses from the new winter semester will be conducted only in administrative mode, on the basis of written requests submitted in the dean's office. Independent registration for a diploma thesis in the USOS system will not be possible.

Note: for new topics, "topic cards" will no longer be drawn up, all information on topics are posted in the APD system.

Below are tips on choosing a topic and enrolling in a diploma thesis in the winter semester 2023-24.

1. **Enrolment for 1 diploma thesis or for a repetition with a new topic**

**1.** Thesis topics submitted for the entire academic year 2023-24 have been submitted by

Caregivers (promoters) entered into the APD system. On the APD system page

https://apd.usos.pwr.edu.pl/ you can consult the tab for each topic, where in the

"Description of the work in the original language" is given, m.in, the purpose and scope of the topic. In turn, in the field "Status topic" is given information about the availability of the topic, the free topic has a status "available". When choosing a topic, please make sure that it applies to the right type of work

(engineering/master's) and the relevant specialty. Information about the specialty should

be given in the field "Description of the work in the original language".

**2.** Lists of topics divided into specialties will also be given on the faculty website

in the "Diplomas" tab, but these lists will not provide current information about the availability of the topic, it should be checked in the APD system.

**3.** After choosing the topic, it is necessary to agree with the Mentor (promoter) the possibility of implementation of the selected topic. After such an arrangement, the Mentor (promoter) enters in the APD system student to the topic as the "author" of the work, then the student (author) and the tutor (promoter) sign in the system a request for approval of the subject by the Approval Commission.

The Guardian then forwards the application for approval to the Commission. Due to deadlines When approving applications, students should agree on the possibility of taking up a given topic by 30.06.2023 (first round) or by 15.09.2023 (second round). Exceeding the specified date for the second round may result in the inability to sign up for a diploma thesis.

4. Students interested in taking up a given topic in the next summer semester can

ask the selected Mentor (promoter) to book the agreed topic

and changing its status in the APD system to "Reserved".

**5.** In order to enroll in the diploma thesis, the student should by 20.07.2023 (I round) or

to 28.09.2023 (II round) submit to the dean's office (room 351 bud. L1) or send an e-mail to

The address Zapisy.pracadyplomowa@pwr.edu.pl a completed application for registration. In the proposal Insert a screenshot of the approved thesis topic (as e.g. print screen) according to the example of the application on the faculty website in the "Graduates – Downloads" tab. Applications without such a copy of the approved topic will not be implemented.

**6.** In the case of signing up for another project with a new topic, a new topic should be agreed

diploma thesis with a different tutor than the previous one.

1. **Registration for the repetition of the diploma thesis with the continuation of the current topic**

Students who pursue the topic of thesis in the current summer semester and do not

They manage to complete it on time, they can sign up for a completely new topic (according to the instructions specified in point A) or with the consent of the Employment Supervisor can sign up for a continuation of the current topic, if the degree of advancement of work exceeds 75%.

**To save for the continuation of the topic should be downloaded from the tab "Graduates - Downloads" and fill in application form "Application for enrolment in the revision course of the diploma thesis with continuation theme". The application should be submitted by 20.07.2023 (first round) or by 28.09.2023 (second round) in the dean's office (room 351 bud. L1) or send by e-mail to zapisy.pracadyplomowa@pwr.edu.pl**

Prodziekan ds. dydaktyki

dr inż. Andrzej Batog, prof. uczelni