

Regulations for Master's theses in second-cycle Master's programmes at the Faculty of Architecture of the Warsaw University of Technology

§1. Objective, subject matter and scope of the thesis

1. The aim of the diploma thesis in the second-cycle Master's programme in Architecture is to document that the graduate has the knowledge acquired during his/her studies and that he/she can apply it to solve complex architectural and urban problems.
2. The subject of the thesis is a self-executed conceptual architectural design of a complex architectural object or a conceptual design of a multifunctional urban set that creates and transforms space in order to give it a new value.
3. The conceptual project work is preceded by a study paper on the problem of the diploma thesis, which is prepared according to the methodology of the scientific class and concluded with conclusions on the project.
4. The diploma thesis includes:
 - a. study work (thesis);
 - b. project work.
5. The study work on the problems defined in the title of the Master's thesis includes:
 - a. a descriptive part;
 - b. a graphic part, which illustrates the study work on the board(s)
6. The descriptive part of the thesis should include:
 - a. formulation of an architectural or urban research problem of a general nature;
 - b. a description of the theoretical background of the analysed problem;
 - c. Examples to demonstrate project solutions to the problem addressed with critical evaluation;
 - d. Formulation of conclusions for the project work.
7. The study work should have the characteristics of academic work in the formal field: layout, footnotes, sources of quotations and illustrations, and bibliography. Analyses of conditions regarding solutions used in project work are not part of the theoretical part of the work.
8. The graphical part of the thesis must contain the necessary visualizations, archives, drawing studies, diagrams, graphical sketches and tables, including a graphical representation of the conclusions for the project work.
9. The project work consists of the following parts:

- a. a descriptive part of the conceptual architectural or urban design, including: analyses of the circumstances, assumptions of the design, technical description and description of the land use project;
- b. a graphic part of the conceptual architectural or urban design to illustrate the project work on the sketch-boards;
- c. one model or at least two visualisations;

Regardless of other requirements, all work should be submitted digitally. If a model is an integral part of your thesis, you will need to attach a series of the model photos from different shots to the digital version of your thesis.

10. The final presentation of the results of the thesis consists of:

- a. 8-10 boards with dimensions 100x70cm in horizontal arrangement, of which 1-2 boards deal with the topics covered in the study work
- b. a model or at least two visualizations
- c. an A4 format processing comprising the following:
 - a. Study thesis with the volume of approx. 50 pages
 - b. Project work – descriptive part with copies of all boards
- d. digital recording in the University's information system (board, text part and summary of the job description in Polish – maximum 3000 characters – and in a foreign language if the supplement is to be issued in that language).

11. Each worksheet must contain a metric in the lower right-hand corner according to a pattern defined by the Dean. The graphical solutions chosen should ensure that the metric is legible on each board.

12. The samples and detailed specifications of some elements of the thesis (cover and title sheets of the copy, metrics of the board, name and file format of the electronic version, declaration of the graduate on the authorship of all elements of the thesis) are established by the Dean in a separate regulation.

§2. Admission to carry out a diploma thesis

1. The admission procedure begins with the submission of the diploma card in electronic form within the deadline set by the Dean (before the beginning of the summer semester).
2. The supervisor of a Master's thesis may be a university lecturer who is entitled to conduct Master's degrees and who holds at least a PhD title and has an academic achievement that makes a significant contribution to the development of the scientific subject – architecture and unrestricted urban planning or building law license in the field of architecture and significant design achievements. The list of persons authorized to supervise the diplomas shall be published. The supervisor is free to choose (limited to a total of 10 Master's degrees per academic year by the supervisor; if the supervisor is employed part-time, the number of possible diplomas is reduced proportionally).
3. The subject of the thesis must correspond to the curriculum and be the objective of MSc studies and the subject of the diploma thesis for a long-cycle Master's degree in accordance with §1 (1) and (2) of these regulations. The topic of the thesis may be suggested by the graduate student and accepted by the supervisor or suggested by the supervisor. The title of the thesis should include: the research problem of the thesis and the nature of the project activities (design of the building, set, adaptation, modernization, upgrading, spatial management plan, etc.) in relation to the object.
4. Approval of the thesis topic and the supervisor is made before the beginning of the summer semester by a commission appointed by the Dean. Approval is based on the diploma card submitted electronically, which contains the proposal of the supervisor's person, the work topic accepted by the proposed supervisor and the field coordinator and the characteristics of the work. The prerequisite for the admission of the thesis topic and the supervisor is the completion of all project subjects of the degree programme (especially the pre-diploma project) and the current enrolment for semester. Applicants wishing to resume their studies in order to exercise their diploma before resuming, in order to take the diploma exam, one must have completed the entire Master's degree programme. From the date of approval of the supervisor and the topic of the thesis, the diploma card is valid as a declaration of accession to the diploma project.
5. From the date of approval of the supervisor and the topic of the thesis, the diploma card is valid as a declaration of accession to the diploma project. A copy of the card will be made available to the Dean's Office electronically.
6. The list of graduates who are admitted to a thesis will be published at the beginning of the summer semester. Before publishing the list, the Commission may request that the card be supplemented, or propose changes to the scope or subject of the diploma.
7. Any change of the approved diploma during work requires the approval of the Dean and may not substantially alter the approved subject matter and scope of the work. Such changes are possible at the latest at the end of the semester in which work on the diploma begins.

§3. Organization of the thesis

1. The schedule for the work, defence sessions and the diploma examinations is announced by the Dean at the beginning of the diploma semester.
2. The diploma thesis begins at the beginning of the summer semester and lasts one semester. The deadline for submitting the thesis is set by the Dean and takes place after the end of the semester.
3. In cases justified by chance, the dean may set a second additional deadline for the submission of the diploma in accordance with §30 section 2 of the Academic Regulations at the written request of the student or the supervisor.
4. The procedure for starting the thesis can be repeated in the following academic year on the basis of the new diploma card. Such a procedure shall be deemed to be a retake and will be subject to fees.
5. The course of the thesis is determined by the supervisor in agreement with the graduate student.
6. During the work on a diploma project, at least three specialists must be consulted. The selection of advisors is agreed with the supervisor and requires his/her approval. The graduate is enrolled in the USOS system as an advisor. The completion of the consultation shall be confirmed by registration in the USOS system.

§4. Completion of the thesis, its evaluation and defence.

1. Two weeks prior to the deadline for submission of theses the graduate submits in the Dean's Office a written statement about the submission of the thesis (with the necessary documents and subject to the settlement of all consultations). Failure to submit such a declaration prevents participation in the diploma session.
2. The presentation of the theses begins within the timeframes specified by the Dean. Only completed and complete works may be displayed in the exhibition. Each board must be signed by both the graduate student and the supervisor at the appropriate place on the board metric.
3. At the same time as presenting the work on the exhibition, the graduate uploads the digital version into the University's information system.
4. The prerequisite for admission to the Diploma Examination is the completion of the entire second-cycle MSc study programme and the recognition of the work by the project supervisor.
5. After the graduate has presented the thesis on the exhibition and has ascertained the completeness of the theses and documents, the Dean's Commission makes the provisional admission to the diploma examination and appoints a reviewer from among the persons authorized to be a thesis supervisor.
6. The final admission to the Diploma Examination is made by the Dean on the basis of the written comments of the Supervisor and the Reviewer. Together with the statement, the supervisor confirms the

independence of the thesis taking into account the results of the report from the anti-plagiarism system. The reports containing the requested evaluation of the thesis are submitted to the graduate no later than 3 days before the scheduled date for the diploma examination. If this time limit is exceeded, the graduate may request a postponement of the diploma examination.

7. The following criteria apply for the evaluation of diploma theses:
 - a. Reliability and completeness of the analyses carried out as part of the thesis, as well as knowledge of the use of the research workshop
 - b. Relevance and consistency of the results of the studies and analyses carried out
 - c. Application of conclusions in the project process
 - d. Quality of the proposed architectural or urban design solutions, expression, aesthetics, functionality, and creativity
 - e. Appropriateness of the solutions adopted for the analysed topic
 - f. Compliance of the solutions adopted with the rules of the art of design, including the applicable legal norms
 - g. Reliability, legibility and completeness of the thesis and communicative value of the author's presentation of the thesis
 - h. Quality of work on the diploma project: dedication, independence, curiosity during the analysis (the supervisor criterion).

8. The deadline for the public defence and the diploma examination is determined by the Dean in accordance with the applicable Academic Regulations.

9. The public defence of the thesis lasts a maximum of 1.5 hours (including the diploma examination) and consists of: a discussion of the theoretical assumptions (maximum 15 minutes), a review of the thesis (maximum 10 minutes), any questions of the examination board members concerning the thesis, the opinion of the graduate on the questions of the board and the review (maximum 15 minutes), and a discussion. Immediately after completion of the defence of the thesis, the closed part of the diploma examination begins.

10. The diploma examination takes place before a board appointed by the Dean. The Diploma Examination Board consists of at least the chairman, the supervisor and the reviewer of the defended thesis, a representative in the field of the diploma thesis and an architect (for urban planning diplomas) or an urban planner (for architectural diplomas). The Board may also include representatives of humanities, technology and economics. The Secretary of the Board shall carry out all organisational work relating to defence and examination.
11. The diploma examination is oral. During the diploma examination, the graduate answers four of the five questions that are taken from the catalogue of questions of the curriculum. Question answering time: 10-15 minutes. The set contains one question from curriculum block (architecture, urban planning, technology, history), the fifth question is drawn from all. The graduate deletes one of the two questions that are marked in the drawn set. The examination questions are publicly announced.
12. The final evaluation of the Master's thesis and the Master's diploma examination is carried out by a Diploma Examination Board in accordance with the Academic Regulations at WUT. The evaluation of the thesis shall be determined by the Board taking into account the grades proposed by the reviewer and the supervisor.

§5. Awarding of the title, completion of studies and awarding of the diploma

1. The total grade for the studies is calculated in accordance with §32 section 2 of the Academic Regulations and the results of the course are determined on the basis of the total grade according to §32 section 3 of the Academic Regulations.
2. After passing the examination and acquiring a positive grade for the diploma thesis, the graduate is awarded the degree of Master of Architecture (MSc Eng. Arch) in the field of Architecture by decision of the Board.
3. The diploma may be given at the Faculty Ceremony within the deadline set by the Dean.
4. In the case of graduates who have achieved outstanding final result of their studies, the Dean, on the proposal of the Diploma Examination Board, may request the Rector for a graduate award.