

# FACULTY OF ARCHITECTURE OF THE BIAŁYSTOK UNIVERSITY OF TECHNOLOGY

## RULES OF CONDUCT IN THE PREPARATION AND DEFENSE

### MASTER'S DEGREE

#### Direction architecture, second cycle studies

**PURPOSE OF THE MASTER'S THESIS.** Demonstration of: preparation of the graduate to undertake creative professional activity in the field of architectural and urban design and the ability to conduct research work.

**SUBJECT OF THE WORK:** Architectural conceptual design including a complex solution to a complex design problem in an urban context or a conceptual urban design with an in-depth analysis of spatial solutions with elements of architectural solutions.

**SCOPE OF WORK:** The Master's thesis consists of two parts: written and graphic part.

**WRITTEN PART** of min. 30 pages of text should have the features of a scientific paper and include: a justification for the choice of the topic, a description of the subject and the purpose of the work, a description of the analyses (spatial, urban, functional), description of inspirations, assumptions and design solutions (compossification, formal, functional, constructional and installation solutions) relevant to the subject of the thesis, as well as detailed and generalised conclusions. The student is obliged to observe the principles of copyright law concerning source materials (quoted, cited, referenced).

**GRAPHIC PART** composed on boards, should include all drawings explaining the concept of the design solution and a three-dimensional representation (model, axonometry or perspective in any technique).

The rules defining the form of the Master's thesis are described in the Appendix to these Rules.

**CHOICE OF THESIS SUPERVISOR:** the master's thesis shall be supervised by an authorised academic teacher. For each academic year, the Dean shall approve a list of thesis supervisors and the maximum number of diploma students per thesis supervisor. This information shall be made available to students on the website before the beginning of the academic year or no later than in the first month of classes. The list of diploma students shall be notified to the Dean's Office by the thesis supervisor.

**THESIS TOPIC:** in consultation with the thesis supervisor, the student selects a topic for the diploma thesis at the latest one semester before graduation. Dissertation supervisors submit a list of diploma students with assigned dissertation topics to the Dean's Office, where a general list for the academic year is created for approval by the Dean. The student receives a Diploma Card from the thesis supervisor. In the case of a diploma thesis topic submitted by an entrepreneur, the Dean may appoint a thesis consultant from among those employed by the entrepreneur with a master's degree. The consultant is invited to the diploma examination.

**DEADLINE FOR SUBMISSION OF WORK:** A student who has obtained all the pass marks and passed all the examinations, receiving the number of ECTS credits required in the study programme, submits the diploma thesis. After receiving a positive assessment from the diploma thesis supervisor, the student is obliged to submit the written and graphical part of the diploma thesis in electronic form in the thesis Archive system, while the design/graphic part of the thesis is submitted by the student after the defence to the Dean's Office. After the thesis supervisor has carried out an anti-plagiarism procedure and accepted the thesis, the Dean's Office shall receive automatic information from UCI (the University Computer Centre) on the thesis submitted in the thesis Archive system. The deadline for submission of the diploma thesis is specified in the Rules and Regulations for PB Studies. In the event of fortuitous reasons (stated by the student in writing), the Dean may postpone the deadline for submission of the diploma thesis. Failure to meet the set deadline for submission of the diploma thesis shall result in expulsion from the register of students.

**DATE OF THE DIPLOMA EXAMINATION** set by the Dean is binding. This deadline must be set within 30 days of the thesis submission date. In random situations, the Dean may postpone the date of the diploma examination.

**DIPLOMA EXAM:** In order to be admitted to the diploma examination, a student must obtain all the credits and pass all the examinations required in the course of study along with the required number of credits (ECTS), including work experience. The diploma thesis is assessed by a thesis supervisor and a reviewer appointed by the Dean. In the case of a negative thesis evaluation by a reviewer, the Dean decides to supplement the thesis (in accordance with the comments made in the reviews) - after the corrections have been made, the student may take the examination.

The decision to admit a student to the diploma examination is made by the Dean. To conduct a diploma examination, which at the request of the student or the thesis supervisor and with the student's written consent may be open to the public, the Dean shall appoint a commission consisting

of: the chairperson of the commission, who may be the Dean or, with the Dean's authorisation, the Vice-Dean, an academic teacher with the title of professor or doctor habilitated, the thesis supervisor and reviewer, and an academic teacher or a person from outside the academy representing a given specialisation. The diploma exam lasts approximately 45 minutes, is an oral exam and consists of the following parts:

1. thesis presentation - the diploma student presents the thesis (10 min.);
2. thesis defence by the student - the reviewer gives a review containing remarks and questions concerning the thesis (10 min.), the diploma student answers the reviewer's questions and doubts, the chairperson announces a discussion of the thesis, after which the diploma student responds to the remarks made. The thesis supervisor may speak in the discussion;
3. student's answers to three questions - the student answers three questions posed by committee members to test knowledge of the course of study.

When evaluating answers to questions, a student may receive at most one failing grade. In the case of receiving more than one unsatisfactory grade in answers to examination questions, the student receives an unsatisfactory grade for the diploma examination. In this case, the Dean sets a second, final date for the examination, which should take place within 30 days of the date of the first examination. If the diploma examination is not taken on the second date, the student is struck from the register of students.

## **FORM OF THESIS PREPARATION**

**Written part** it should include:

1. a title sheet with its necessary elements;
2. the aim and scope of the work;
3. a review of the literature on the topic of the work;
4. a definition of the methodology of the work (achieving the aim);
5. the solution of the task (calculations, research results, analysis);
6. specific and generalised conclusions (summary).

The written paper should include reduced figures and reduced folding of the charts. The author is obliged to follow the Guidelines for authors on the form of lists, references, footnotes, etc. etc.

applicable to authors of publications published by Bialystok University of Technology (downloadable file).

**Graphic part** The thesis should be presented on a maximum of 8 boards of dimensions 100x70cm or a maximum of 12 boards of dimensions 70x70cm (the arrangement of the boards is arbitrary, but each board should have a diagram of their arrangement placed on the back). The title of the thesis may be composed with the content of the charts, however, the name of the author and supervisor of the thesis as well as the year of the thesis defence should be placed in the bottom right corner of the composition of the charts.

**ATTENTION:** The charts should be printed on paper of min. 160-180 g/m<sup>2</sup>. Printed charts are not glued with cardboard. The charts are folded in a cardboard folder with a gross thickness of ~1 cm. A completed label should be affixed to the folder.

Files containing the text and individual board drawings and their assembly should be named appropriately. The text file should be named with the name and initial of the author of the thesis e.g. kowalski\_j.doc. The files with the charts should be named with the name and initial of the author's name and the numbers of the charts e.g. kowalski\_j\_6-1.jpg; kowalski\_j\_6-2.jpg etc.

## **INTRODUCTION OF THE DISSEMINATION WORK INTO THE DISSEMINATION WORK ARCHIVE SYSTEM**

After the dean's office staff have entered the data on the thesis to be defended into the USOS system, the student submits the thesis in electronic form by uploading it to the thesis Archive:

1. selects the language of the thesis in the thesis Archive;
2. fills in a form containing details of the thesis:
  - the subject of the work in English (if the work was prepared in Polish),
  - the subject of the work in Polish (if the work was prepared in a language other than Polish),
  - keywords,
  - an abstract of the thesis in Polish (and in a foreign language if the thesis was prepared in a language other than Polish).
3. accepts the statement;

The student is then required to upload the thesis archive system in duplicate:

1. thesis in PDF (convertible) format;

2. thesis as an editable file;
3. appendices in ZIP format:

- a) graphic files,
- b) diploma card in PDF format.

Graphic files should be saved in an appropriate resolution that ensures reproducibility and is at least 300 dpi.

The file containing the written work as well as the attachment must be appropriately named according to the following rule:

Faculty **CODE - PROGRAM CODE - YEAR - PESEL OF THE STUDENT:** in the field of architecture:

**12 - PROGRAM CODE - YEAR - PESEL** (ATTENTION - after uploading the file, its name will partially change - the PESEL will be encoded.) The thesis supervisor verifies the correctness of the student's input and, after an anti-plagiarism procedure, submits the thesis for review.

The present Rules of conduct in the preparation and defence of the diploma thesis at the Białystok University of Technology have been developed based on the legal regulations in force at the Białystok University of Technology, i.e. the Bylaws of the Białystok University of Technology and relevant Decrees of the Rector of the Białystok University of Technology.

Dean of the Faculty of Architecture,  
Białystok University of Technology

**dr hab. inż. arch. Tatiana Misijuk, prof. PB**