

FACULTY OF ARCHITECTURE OF THE BIALYSTOK UNIVERSITY OF TECHNOLOGY

RULES OF CONDUCT IN THE PREPARATION

AND

DEFENCE OF THE MASTERS DEGREE

Field of study: interior design, second cycle studies

PURPOSE OF THE MASTER'S THESIS. Demonstrate: the graduate's preparation to undertake creative professional activities in interior design and the ability to conduct research work.

SUBJECT OF THE WORK: conceptual interior design for a complex function including a comprehensive solution to a design problem in a facility of up to 600 m² .

SCOPE OF WORK: the master's thesis shall consist of two parts: written and graphic.

WRITTEN PART with a volume of min. 30 pages of text should have the features of a scientific paper and include: a theoretical elaboration on the problems of the diploma project; a description of the subject and the aim of the work, a review of the literature on the subject of the work, a description of analyses (spatial, functional), assumptions and design solutions (compositional, formal, functional, structural, installation) relevant to the subject of the work and detailed and generalised conclusions. The student is obliged to observe the principles of copyright law concerning the source materials used in the thesis (quoted, 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.

SELECTION OF A 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 graduates 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 THE SUBMISSION OF WORKS: 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 date must be set within a period of 30 days from the date of approval of the thesis in the thesis archive system by the thesis supervisor (after the anti-plagiarism procedure has been conducted). 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 event of a negative assessment of the diploma thesis by the reviewer, the Dean takes a decision to supplement the thesis (in accordance with the comments contained in the reviews) - once the corrections have been made, the student may take the examination. The decision to allow a student to take the diploma examination is made by the Dean. To conduct a diploma examination, which may be open to the public at the request of the student or the thesis supervisor and with the student's written consent, the Dean appoints a commission consisting of: the chairperson of the commission, who may be the Dean or, with his/her 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 university representing a given specialisation. The diploma exam lasts approximately 45 minutes, is an oral exam and consists of the following parts:

- 1.** presentation of the thesis - the diploma student presents the thesis (10 min.);
- 2.** defense of the thesis by the student - the reviewer gives a review containing comments and questions concerning the thesis (10 min.), the diploma student responds to the reviewer's questions and concerns, the chairperson announces a discussion of the thesis, after which the diploma student responds to the comments 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

The written part should include:

1. title page with its necessary elements;
2. purpose and scope of the work;
3. review of the literature on the subject of the work;
4. definition of the methodology of the work (achievement of the aim);
5. solution of the task (calculations, results of the research, analysis);
6. detailed and generalized 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 should be presented on a maximum of 8 boards measuring 100x70cm. The layout of the boards may be freely chosen, but each board should have a diagram of its layout on the back with a label (file to be downloaded). The title of the work may be composed with the content of the boards, but the names of the author and supervisor and the year of the defence should be placed in the bottom right corner of the folded boards.

ATTENTION: The charts should be printed on paper of min. 160-180 g/m². 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 and the numbers of the charts, e.g. kowalski_j_8-1.jpg; kowalski_j_8-2.jpg etc. The resolution of the drawing files should ensure reproducibility and be at least 300 dpi.

INTRODUCTION OF THE THESIS INTO THE ADF SYSTEM

After the staff of the Dean's Office 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. selects the language of the thesis in the thesis archive;

1. fills in a form containing details of the thesis
 - the topic of the thesis in English, (if the the thesis was prepared in Polish),
 - the topic of the work in Polish, (if the work was prepared in a language other than Polish),
 - keywords
 - summary of the thesis in Polish (and in a foreign language if the thesis was prepared in a language other than Polish).
2. accepts the statement;

The student is then required to upload the thesis into 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) a scan of the 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 appendix must be appropriately named according to the following rule: Faculty CODE - Programme CODE - DIPLOMENT'S YEAR:

for the degree programme Interior Design: 12 - PROGRAMME CODE - YEAR - PESEL

(ATTENTION - after the file has been uploaded, its name will be partially changed - the PESEL will be encoded.) The thesis supervisor verifies the correctness of the data entered by the student and, following an anti-plagiarism procedure, submits the thesis for review. These Rules of Conduct for the Preparation and Defence of the Dissertation at the Białystok University of Technology have been prepared on the basis of the legal regulations in force at

the Białystok University of Technology, i.e. the Rules and Regulations of the Białystok University of Technology and the relevant Rector's Orders.

Dean of the Faculty of Architecture,

Białystok University of Technology

dr hab. inż. arch. Tatiana Misjuk, prof. PB