

Student Handbook – Intermediate Project

Warsaw University of Technology – Institute of Production Systems Organization
2025

Introduction

This handbook was prepared to help students successfully complete the Intermediate Project at the Institute of Production Systems Organization, Warsaw University of Technology. The Intermediate Project is an important element of the study program – it verifies your ability to apply knowledge and skills in practice, prepares you for the diploma thesis, and strengthens project-oriented and analytical thinking.

The Intermediate Project must be carried out within one semester, under the supervision of an academic staff member. This document summarizes the main rules, requirements, and good practices, presented in a clear, student-friendly way.

1. General Concepts

The Intermediate Project is a project-oriented assignment carried out in one semester. Its purpose is to test the student's ability to apply theoretical knowledge in solving real organizational or engineering problems.

Examples of topics:

- Implementation of the 5S Method in a Selected Area of an Enterprise
- Application of Selected Lean Management Tools in the Assembly Process
- AI-Driven Demand Forecasting and Inventory Optimization

2. Objectives of the Intermediate Project

The main objectives of the Intermediate Project are:

- Preparing students methodologically for writing the diploma thesis,
- Practicing problem identification and formulation,
- Practicing analysis, design, and evaluation of solutions,
- Improving editorial and stylistic skills,
- Strengthening independence and responsibility in project work.

3. Choosing the Topic

The topic of the Intermediate Project should be:

- Clearly defined and specific,
- Feasible within one semester,
- Based on a real problem, preferably from industrial practice,
- Related to the specialization/field of study.

Example of precise formulation:

Instead of: “Production Management” → Better: “Application of Selected Lean Management Tools in the Assembly Process in Company X.”

4. Team Size

As a rule, the Intermediate Project should be carried out individually. In justified cases, and with the consent of the supervisor and the Head of Department, a project may be carried out by two students. In such cases, the contribution of each student must be clearly indicated, and each student is responsible for a distinct part of the report.

5. Document Flow & Responsibilities

The process of preparing and approving the Intermediate Project involves the following steps:

1. Student contacts a potential supervisor and agrees on a topic.
2. Student fills in the project registration form and obtains required signatures (student, supervisor, Head of Department).
3. The project is carried out during the semester under supervision.
4. Supervisor evaluates the project and prepares an anti-plagiarism report.
5. The project and report are submitted to the Institute's office.
6. Supervisor enters the grade into the USOS system.

Responsibilities

Student	Supervisor	Head of Department
Selects a topic, prepares registration form, carries out project, submits final version	Approves topic, provides consultations, evaluates project, prepares anti-plagiarism report, and enters grade	Approves topic and supervisor, ensures compliance with Institute rules



Timeline (Weeks 1–15)

Week	Activity
1–3	Contact with the supervisor, agree on the topic
4	Submit the project registration form
5–13	Project implementation and consultations
14–15	Submit project and anti-plagiarism report,

6. Length & Editing Rules

Recommended length:

- Bachelor's level: approx. 20 pages
- Master's level (GPEM specialization): approx. 30 pages

The project should include:

- Title page (registration form),
- Table of contents,
- Introduction (justification, aim, scope, methodology),
- Main chapters (analysis, design, or research),
- Summary and conclusions (referring to objectives, assessment of methods/tools, recommendations),
- Bibliography (only cited sources),
- Lists of figures, tables, appendices (if applicable),
- Appendices (if applicable).

Formatting (based on Rector's Order No. 4/2022):

- Font: Arial or Verdana, 11 pt., spacing 1.15, justified,
- Margins: left 30 mm, right 20 mm, top/bottom 25 mm,
- Page numbers: bottom outer side, mirrored on odd/even pages,
- Headings: three levels, bold, sizes 14/13/12 pt.,
- Figures/tables: numbered, titled, with sources and references,
- Formulas: centered, numbered on the right.

7. Evaluation Criteria

The project will be assessed according to the following criteria:

Criterion	Description
Compliance with topic and objectives	Consistency of content with the approved topic and aims
Problem identification	Correct recognition and formulation of the project problem
Methods and tools	Adequacy and correctness of applied methods and techniques
Analysis and results	Quality of analysis, design, or research performed
Practical value	Applicability and usefulness of proposed solutions
Structure and clarity	Proper organization and logical flow of the report
Editorial quality	Formatting, clarity, referencing, and language correctness

Use of literature	Breadth and relevance of sources used, including foreign literature
Independence	Level of student's own input, creativity, and originality
Timeliness	Completion of tasks within the semester deadlines

8. Additional Remarks

1. **The Intermediate Project must be completed within the semester specified in the study program. Failure to do so results in repeating the semester.**
2. The project cannot be a fragment of the diploma thesis. Both works must address different problems.
3. The project must be written independently by the student. Plagiarism or unauthorized use of another person's work will be treated as a violation of academic integrity.
4. Regular consultations with the supervisor are mandatory.
5. The student is responsible for formatting and submitting the project in accordance with the Institute and Faculty rules.

Annexes – Quick Reference

 Timeline of the Intermediate Project – see Section 5.

Checklist before submission:

- Registration form signed and approved,
- Project completed according to formatting rules,
- Anti-plagiarism report prepared by supervisor,
- Printed or scanned copy submitted to the Institute's office,
- Grade entered by supervisor into the USOS system.