Guidance for students how to select supervisor of BSc or MSC thesis

This tutorial is only dedicated for students who study aerospace engineering. The online system of the supervisor allocation applies to selection of the BSc and MSc thesis supervisor. The intermediate projects are not covered by this system!

Step 1

Please contact the staff member under whose supervision you would like to do your thesis to discuss the scope and draft title of your thesis.

Step 2

E-mail notifications associated with this electronic supervisor allocation system are going to send by the user called „Microsoft Power Apps and Power Automate" microsoft@powerapps.com unfortunately the University anti-spam system more likely is going to classify such a massage as a spam. Therefore, it's recommended to add this email address to the Whitelist in advance. This can be done through the following website https://kwarantanna.pw.edu.pl:8006/quarantine please use the same login and password as to your university's email account. On the lefthand bar click on Whiltelist, then Add, enter the email address: microsoft@powerapps.com then press on blue Add button. The address should occurred on the list, Fig. 1.
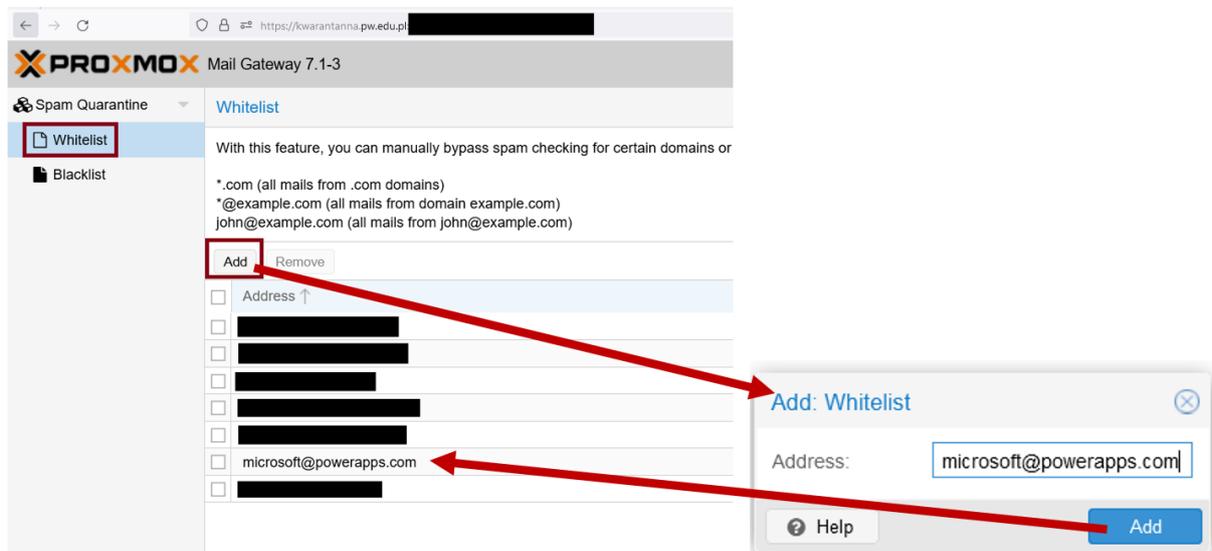

Fig. 1 How to manually ad dan email address to the Whitelist

Step 3

Fill out the online form available at https://forms.office.com/e/sh0BsT7eS6

Login into the Microsoft account is required, the login and password are the same as to your university's email account.

Note: if the thesis is going to be supervise by a person from external institute, please select the division that this person collaborates. Instead of the staff member name please select „external approved person". Then a new window where the name of the external person can be entered is going to occurred. Keep in mind that only person who is on the Dean's approved list of external people approved to supervise thesis can be declared here!

Step 4

Please wait for the confirmation that your request has been approved. This process includes 3 stages. The approval of your request require that all three people must agree (Thesis Supervisor, Head of Division and Course Supervisor). Progress of your application you can track through the MS Teams by the Approvals app. The window app you can open by clicking on the ellipsis's icon (three dots icon) visible on the left-hand bar then selecting the *Approvals*. If the app is not visible on the list, you can find it by typing *Approvals* into *find an app*. You can pin the app by using the right mouse button.
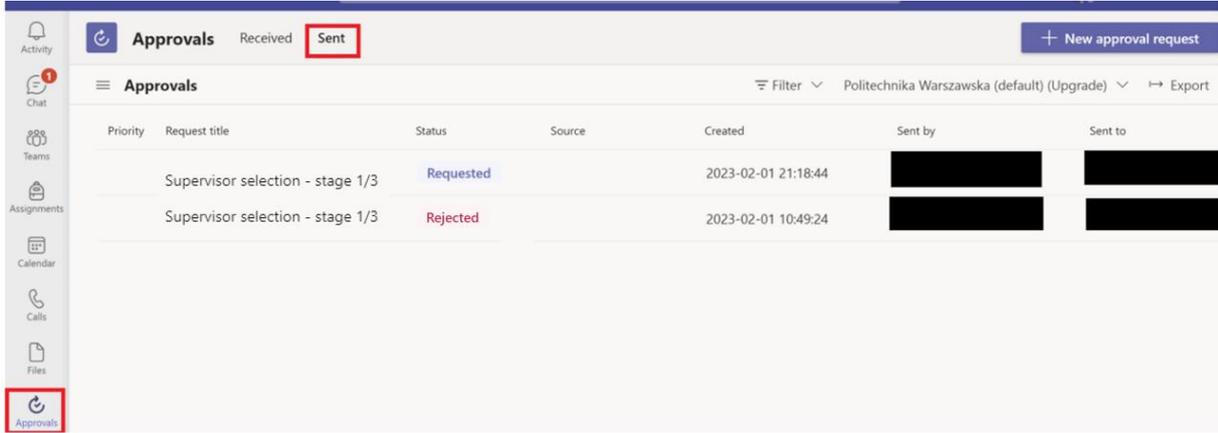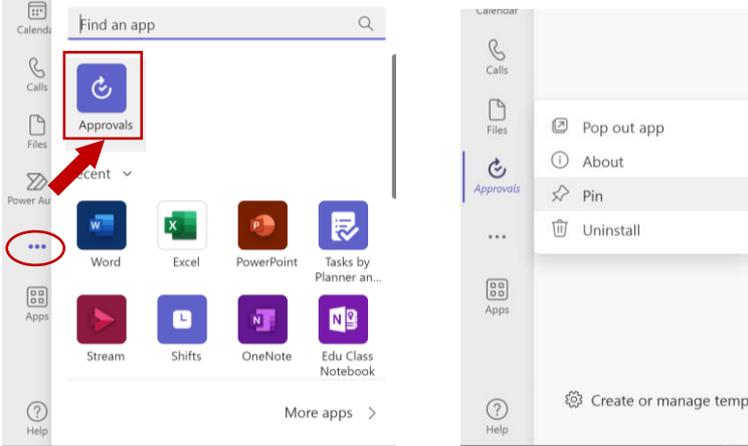

Fig. 2 Example of the window where you can track the request status. On this example you can see that the first request was rejected. The second request was submitted and it's waiting for approval.

Moreover, you will get notification in the MS Teams Chat. The messages are going to be sent by a user called „Power Automate". An example of such a message is presented in Fig. 3.
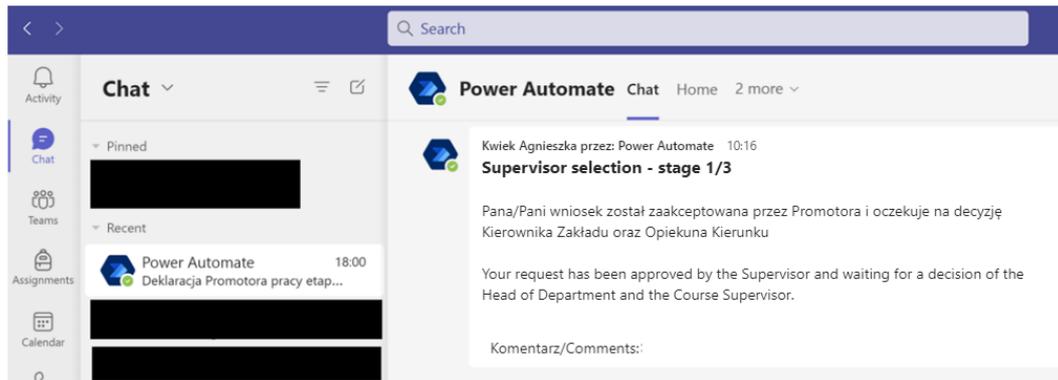
Fig. 3 Example message - case when your request was approved by the thesis supervisor

In addition to MS Teams notifications, you will receive an email notification if your request was rejected at any stage. When your request was approved by all three people (Thesis Supervisor, Head of Division, and Course Supervisor) then you will receive email confirmation as well. Important notice, all emails are going the be sent by the user called „Microsoft Power Apps and Power Automate" microsoft@powerapps.com unfortunately the University anti-spam system more likely is going to classify such a massage as a spam. Therefore, if you skipped step 2 please check the Spam report with caution. If you spot the massage sent by the „Microsoft Power Apps and Power Automate" please click on „Whitelist" – see Fig. 4.

Fig. 4 How to add an email address to the Whitelist when the system moved it to the spam.

Step 5

After you received the email with the conformation that your request was approved you must enrol in USOS system for preparation of the thesis in the appropriate division. Please note that confirmation is going be send by the MS Teams (Fig. 5) and by email (Fig. 6). Moreover, in the approvals app, you should see that all 3 stages have "Approved" status (Fig. 7). Keep in mind that could be a time discrepancy between receiving the email and MS Teams notifications. Also if you skipped step no 2 the email notification could be in the spam.

Fig. 5 Example of a chat message in case of the successful allocation of the supervisor.

Pana/Pani wniosek o przyznanie promotora został pozytwnie rozpatrzony i zatwierdzony. Teraz musi Pan/Pani zapisać się w systemie USOS na przedmiot przygotowanie pracy [ENG] BSc w Zakład Samolotów i Śmigłowców | Division of Aeroplanes and Helicopters

Your request of thesis supervisor allocation has been approved. Now, you must enroll in USOS system for preparation of the[ENG] BSc thesis in Zakład Samolotów i Śmigłowców | Division of Aeroplanes and Helicopters

Szczegóły/Details:
Imię i nazwisko student/Student's name: ███████
Nr indeksu/ ID: ███████
Rodzaj pracy/Type of thesis: [ENG] BSc
Tytuł roboczy/Draft title: ███████
Zakład/Division: Zakład Samolotów i Śmigłowców | Division of Aeroplanes and Helicopters
Promotor/Supervisor: ███████

Fig. 6 Example of an email confirmation in case of the successful allocation of the supervisor.
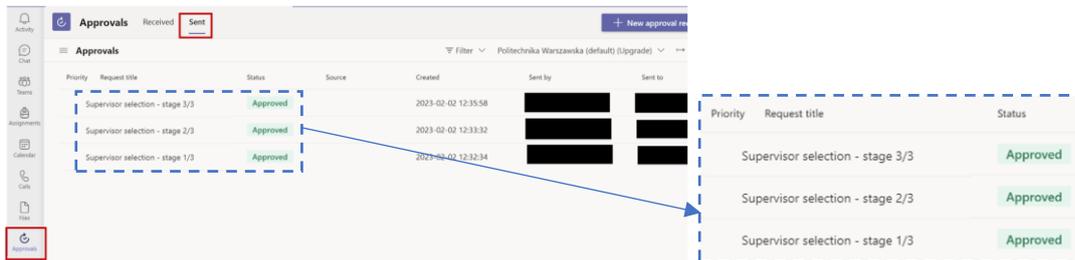

Fig. 7 If the application is approve the all stages will have "Approved" status

Frequently Ask Question (FAQ)

1. **Can I submit more than on request?**
   No. You are allowed to submit the next request when the last one has been rejected.

2. **How do I know that my request was correctly submitted?**

   After you filled out the online form you can track you request status through the MS Teams Approvals tab (see step 3). The request should occur on the list with less than 10-15 minutes, after the form submission.
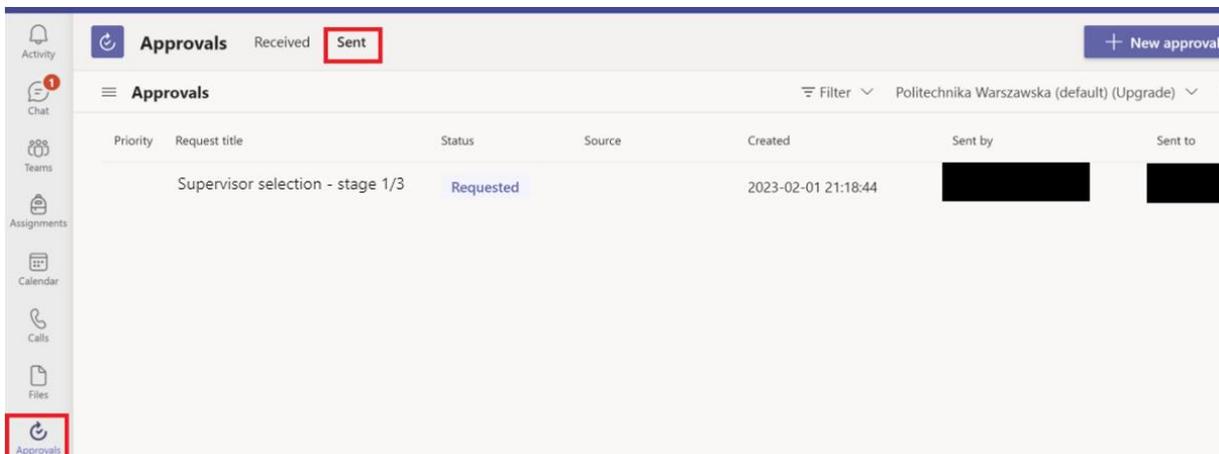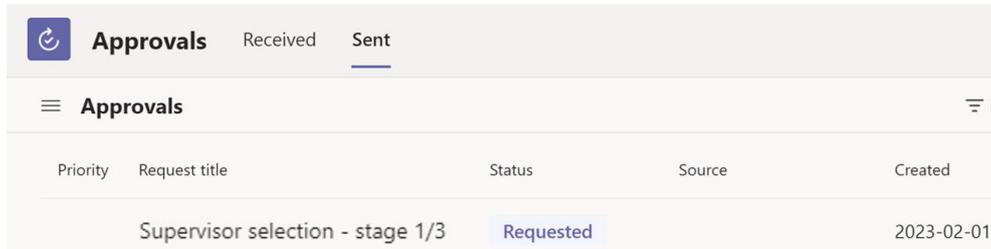

3. **Can I submit the form on behalf of my colleague?**
   No, because the student's data is collected based on the data of person who is logged.
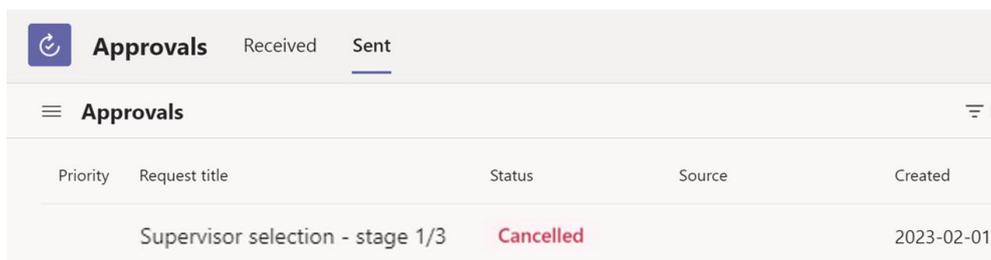
4. Can I cancel my request?

Yes you can, but before the request is going to be approved. The cancellation can be done in MS Teams Approvals tab. On the list with sent request, you should see that the request status is "Requested" (Fig. 8) please click on it. A new window with request details pops out, on the bottom you can find the button to cancel the request (Fig. 10). After this operation the request status should change on "Cancelled" (Fig. 9).

Fig. 8 View after the form submission

Fig. 9 View after the request cancelation.

Fig. 10 The details veiw where you can cancel your request

5. On MS Teams, in „Activity" tab, I have got notification that the stage 1/3 final status is "Completed". Does it mean that I was allocated to the requested supervisor?
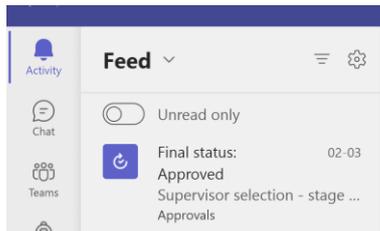
No, this means that the person who was assigned to this request made a decision. The details about the decision you can see when you click on this notification. The stage 1/3 is 1/3 assigned to the thesis supervisor if the approval was granted then you need approval form the head of division (stage 2) and course supervisor (stage). Keep in mind that the conformation that the supervisor was successfully allocated is going to be send by email and you will get a message on the Chat from the Power Automate.

6. How many stages include approval process?
The process includes 3 stages. Each stage is going be listed as separate request. The request is approved if all stages have status equal to approved.

Priority	Request title	Status	Source	Created	Sent by	Sent to
	Supervisor selection - stage 3/3	Approved		2023-02-02 12:35:58	███████	████
	Supervisor selection - stage 2/3	Approved		2023-02-02 12:33:32	███████	████
	Supervisor selection - stage 1/3	Approved		2023-02-02 12:32:34	███████	████

7. Why on MS Teams I can only see stage 1/3?
The stage 1/3 is associated with the thesis supervisor's approval if the approval is granted then system automatically initialise the next stage which is 2/3 - approval of the Head of the Division then a new request occurs on the list in MS Teams. Next if the Head of the Division grant the approval, then system automatically initialise the next stage which is 3/3 - approval of the Course Supervisor then a new request occurs on the list in MS Teams.

8. What should I do when I got notification that the supervisor approved my request?
Nothing. The system automatically sends your request to the appropriate Head of Division.

9. What should I do when I got notification that the head of division approved my request?
Nothing. The system automatically sends your request to the appropriate Course Supervisor.

10. How would I know that my request was approved?
You will get an e-mail confirmation; the supervisor is going be added to message's cc.

11. What should I do if my request was approved?
You must enrol in USOS system for preparation of the thesis in the appropriate division.

12. How would I know that my request was rejected?
You will get an e-mail notification; the supervisor is going be added to message's cc.

13. What should I do if my request was rejected?
Please submit a new online form.

14. I got notification that my request was rejected but in MS Teams Approvals app I can only see stage 1/3, is it the system glitch?
No, it means that the request was rejected on the first stage, in such a case the stage 2 and stage 3 are not initialised.