RULES FOR SUBMITTING THE DIPLOMA THESIS AT THE DEAN'S OFFICE

List of documents:

1. Printed diploma thesis (with watermarks - it is a work to be printed in APD);

2. The Printed diploma thesis must be in a soft channel binding;

3. Envelope with a CD, with the recorded diploma thesis attached;

4. Statement on writing the thesis in the native language; in the case of writing the diploma thesis in a foreign language, the promoter is the person responsible for submitting it for linguistic verification.

5. The diploma thesis card + statement (the student prints from the APD, these are two files next to the name of the author of the thesis);

6. Declaration of legal residence (applies to foreigners);

7. Anti-plagiarism report (short - 3 pages);

8. Circulation card (settlement with the bursary and library);

9. Two electronic questionnaires to be completed at: <https://www.vistula.edu.pl/en/students/deans-office/thesis-defence> :

1. A study of professional career paths of Vistula University Group graduates – phase 1  
compulsory survey;

2. The evaluation by the graduate of the quality of education at the Vistula Universities.

IMPORTANT!

The Dean's Office accepts only the full set of documents, in accordance with the list attached above. An incomplete set will not be accepted.

Acceptance of the thesis by the Dean's Office is not tantamount to being admitted to the defence. The student must complete a study programme in a given field of study, i.e. have grades issued in USOS, in all subjects.

Before submitting the thesis, the student should check his/her grades and ECTS points in the USOS system, and, along with the thesis, provide the Dean's office with the missing recruitment documents, if required (nostrification, apostille / legalisation, etc.).

Each student who has passed the Polish language exam, must collect the B1 certificate from room 311 before the defence, and bring it to the Dean's Office.

We would like to remind you that the student will be notified about 5 days before the defence, about the date of the Diploma examination.

The Graduation Diploma will be ready for collection, after 30 working days from the date of the defence.

The graduate should collect the Diploma in person (supplement, copies of the diploma, duplicate diplomas). If a graduate cannot collect the document /s in person for important reasons, they can be collected by a third party, on the basis of a written authorisation containing the student's / graduate's data (name, surname, album number, name of the university, field of study, address of residence , e-mail address, and telephone number), along with data of the authorised person (name, surname, ID card / passport number, residence address). This authorisation should be handwritten, and legibly signed by the student / graduate. The person accepting the authorisation, is required to verify the student's / graduate's signature, on the basis of other documents in the student's files.

A graduate living abroad from the Republic of Poland, after submitting a justified application in the USOS system, may receive a diploma (and other documents confirming completion of studies) to the address indicated, via courier. In this case, the applicant (graduate) is obliged to pay the shipping costs (along with the additional service - "confirmation of receipt"). The university is not responsible for loss or damage to the parcel by courier.