INFORMATION ON THE COURSE OF THE DIPLOMA SEMINAR IN R.A. 2022/2023

1. Submission of the Diploma Dissertation application form to the Dean's Office (form: attachment to the Diploma Process Regulations) is required by October the 15th, 2022 (students starting the Diploma process in the summer semester in 2023, submit the Diploma Dissertation application form by March the 15th, 2023). The thesis application form (agreed with the supervisor) should be generated and submitted, via USOS, for approval;

2. Submitting the topic is a condition for obtaining credit for the 1st Diploma Seminar, and for taking the Diploma examination after writing the dissertation;

3. If it is necessary to change the topic of the Diploma thesis, the student presents a new application form for the topic;

4. The student writes the Diploma thesis, under the supervision of the supervisor, assigned by the Dean of the Faculty;

5. Each change of the thesis supervisor requires the Dean's consent, in response to the student's request;

6. The student is obliged to present the diploma thesis, edited in accordance with editorial standards, and the principles of building footnotes and quoting, presented in the ‘Guide for Writing a Diploma Thesis’. It is recommended to use footnotes (as it makes it easier for the promoter, reviewers, and possible other readers, to verify the sources, on the basis of which, the work was created). In justified cases, with the consent of the Dean of the Faculty, you can use a different way of building footnotes and quoting - the so-called ‘Harvard system’;

7. Standards of requirements for the Diploma thesis, included in the ‘Guide for Writing a Diploma Thesis’, are binding, on the basis of the Rector's Ordinance throughout the University, and therefore, the duties of the Promoters involve enforcing their fulfillment by students, whilst the Reviewers are responsible for assessing the degree of compliance of the thesis with the standards;

8. The student attaches a correctly edited title page to the text of the Diploma thesis (a template of the title page is available for download: <https://vistula.edu.pl/en/student/student-affairs/diploma/>

Attention! Diploma theses with an incorrectly edited title page will not be sent by the Dean's office for defence;

9. The text of the Diploma thesis should be edited, in accordance with the editorial standards in force at the university, and presented in the ‘Guide for Writing a Diploma Thesis’ (access: <https://vistula.edu.pl/en/student/student-affairs/diploma/> p. 28 - 39)

10. The basic editorial requirements for the Diploma thesis are as follows:

• Times New Roman font should be used throughout the work;

• basic text of the work: font size 12 points;

• the text of the footnotes: font size 10 points;

• line spacing (line spacing): 1.5, for footnotes: 1);

• chapter titles: 16 point font, bold;

• sub-section titles: font size 14, bold;

• titles of numbered smaller fragments of the table of contents (structure of the work), 12-point font, bold;

• text justified ("stretched" to both margins: left and right), in the case of footnotes containing long web addresses - text aligned to the left margin;

• page numbers - centered in the footer (at the bottom of the page), written with the same font as the main text;

• introduction, each subsequent chapter, conclusion, bibliography, lists, attachments - you should start from a new page.

• mirror image margins: side to the binding (internal) 3.5 cm, others: 2.5 cm;

• margins: wider on odd-numbered pages, narrower on even-numbered pages;

• first page - this is the title page, but without numbering, the reverse of the title page has no text - this is the second page, also without a number;

• first number: 3 is entered on the page where the table of contents begins;

11. All theses are subject to anti-plagiarism verification in the APD system. Anti-plagiarism verification is carried out with the use of the Uniform Anti-plagiarism System. The maximum waiting time for a report is seven days.

12. The result of the anti-plagiarism test is available to all interested parties, and the thresholds for determining whether a thesis is guilty of plagiarism, are as follows:

• A result below 30% means an acceptable number of borrowings at thesis,

• A score between 30% and 40% means that the borrowing level has been exceeded,

• A score above 40% means that the borrowing rate is high and indicates plagiarism.

A result above 40% does not have to result in rejection of the thesis (although it should give rise to a reasonable suspicion of plagiarism). The final decision regarding the admission of the Diploma thesis for further processing, always rests with the supervisor. After the supervisor accepts the test result, the student prints the content of the general report, and delivers it, along with the thesis, to the Dean's office;

13. The University pays special attention to the independent preparation of Diploma theses by students. The anti-plagiarism system should not be perceived by students, only as a source of information about the need to introduce amendments to the editorial text, in order not to exceed the permissible limit of unauthorised borrowings as a result of subsequent verification, but above all, as a tool for detecting violations of the law, and obliging the University to draw appropriate consequences.

14. Theses not written in the student's native language (except for theses prepared at the Faculty of Philology) are subject to an additional procedure of language correctness checking by the Foreign Language Centre, which has a maximum of seven working days, to complete this verification. A positive result of this verification is a necessary condition, for the work to be admitted for further proceedings in the APD system. In the event of a negative result of the linguistic verification, the student corrects the work, and submits it to the verification procedure again (the university does not charge for this, only for the first language verification);

15. Submission of the thesis for verification, both linguistic and anti-plagiarism, is made by the supervisor, after the student has entered the APD, approved by the supervisor;

16. The following deadlines for submitting Diploma theses by students, ready to defend their Diploma theses (in the Dean's office, along with other required documents) -

FOR STUDENTS FINISHING THEIR STUDIES IN SEMESTER - WINTER 2022/2023:

Full-time studies

Term I. - 03.02. 2023

Term II. - 03.03. 2023

Part-time study

Term I. - 05.02. 2023

Term II. - 05.03. 2023

FOR STUDENTS FINISHING THEIR STUDIES IN THE SEMESTER - SUMMER 2022/2023:

Term I. - 18.06.2023

Term II. - 15.09. 2023

17.The above deadlines apply to the diploma thesis ready for the diploma examination, i.e.: - thesis addressed to the reviewer by the supervisor, after a positive result of language verification (if required) and acceptance of the anti-plagiarism verification result;

- the student has fulfilled the obligation to provide the dean's office with all documents missing from the student's file (in particular, documents that he/she committed to submit in the recruitment process and did not provide them earlier);

- the student settled for overdue program differences and credits for "conditional" subjects;

- the student settled his financial obligations towards the university and other obligations (e.g. returning books borrowed from the library).

18. The above-mentioned deadlines for submitting the Diploma Dissertation apply to all students completing the last semester of their studies, also, when they are still in the process of taking exams and credits (e.g. in the retake procedure), after the deadline for submitting the thesis. This requirement is dictated by the need to prepare, in advance, the student documentation necessary to take the Diploma examination, by the Dean's office;

19. The promoters enter into USOS, the grade from the diploma seminar II, after sending the Diploma thesis for review in the APD system;

20. Before setting the date of the Diploma examination, the student must complete the entire study programme (that is, obtain the appropriate number of ECTS, and demonstrate successful completion of elements of the study programme that have not been assigned ECTS points, e.g. Physical Education, Health and Safety, etc.). One should remember about conditional credits and designated curriculum differences;

21. Students are recommended to check in advance in USOS, and in the Dean's Office, the status of credits, and identify any missing documents;

22. Failure by the student to meet the required deadline for submitting the diploma thesis, results in repeating the last semester of studies in the field of the diploma seminar (at the request of the student addressed to the Faculty Dean), which is associated with a fee - equal to 50% of the semester fee);

23. In exceptional random situations, the student, with the consent of the Dean of the Faculty, may submit the Diploma Dissertation at a later date, determined by the Dean. Along with the application for postponing the deadline for submitting the Diploma thesis, the student, apart from the documents justifying the application, is required to provide the supervisor's information about the progress of the work (it is allowed to print the e-mail information);

24. The student is informed about the date of the Diploma examination by the Dean's Office via e-mail;

25. Students download two sets of examination questions (questions related to the study programme and specialisation questions), available on the Platon Platform (<https://platon.vistula.edu.pl/Regulation-of-diploma-proces-June-July-2023> ). During the Diploma examination, the student answers three questions: one question related to the content of the Diploma thesis, asked by the reviewer, and two questions randomly selected by the student (one from each of the question sets);

26. All individual problems of graduates related to the implementation of the Diploma seminar are solved in the following order:

- Promoter,

- Tutor of the studies at the Dean's Office

- Dean of the Faculty

27. Appeals against the Dean's decision, may be addressed to:

- Dr Maria Gasińska, Vice-Rector for Student Affairs [m.gasinska@vistula.edu.pl](mailto:m.gasinska@vistula.edu.pl) ; Tel. +48 22 457 376 (studies in Polish)

- Dr. Davut Han Aslan, Vice-Rector for English-Speaking Students [d.aslan@vistula.edu.pl](mailto:d.aslan@vistula.edu.pl) ; Tel. +48 22 457 431