

ORDER No. 7/05/2023  
of the Rector of the Vistula University  
of May 29, 2023.

***on amending the  
Terms and Conditions of  
Awarding Diplomas at Vistula University***

Pursuant to § 18 sec. 2 point 2) of the Statute of Vistula University, I hereby order as follows:

§1

1. In the *Terms and Conditions of Awarding Diplomas at Vistula University* adopted by the Regulation No. 2/12/2022 of the Rector of Vistula University of December 1, 2022, the following changes are hereby introduced:

- 1) in § 8 sec. 3 is replaced by the following:

“3. Apart from the guidelines referred to in sec. 1 and 2, the diploma thesis developed in the fields of graphics and architecture additionally includes:

- a) Artistic or design work made using traditional or digital techniques;
- b) Theoretical dissertation prepared in a digital form in accordance with *Appendix No. 3*;
- c) Appendices, annexes and other components agreed with the supervisor.”;

- 2) § 11 is replaced by the following:

“The deadlines for entering diploma theses into the APD module (after positive verification by the anti-plagiarism system) are defined by the Rector’s order on the organization of a given academic year.”;

- 3) § 12 is replaced by the following:

“1. Before submitting an electronic version of the diploma thesis to the dean’s office by the defined deadline, the following tasks should be completed in the APD module (detailed instructions for the supervisor and the student are available at [www.apd.vistula.edu.pl](http://www.apd.vistula.edu.pl)):

- a) The student enters data on the language of the thesis, abstract and key words of the thesis;
  - b) The student adds the final version of the diploma thesis in PDF format approved by the supervisor and any attachments, selects information on the possibility of making the thesis available on the Internet and generates the “Thesis Chart” and “Declaration”, which constitute *Appendix 7 and 8*;
  - c) The supervisor verifies the data entered by the student. If the data is correct and complete, the supervisor submits the thesis for the anti-plagiarism check. In the case of reservations, the supervisor sends the thesis back to be re-edited by the student;
  - d) After verifying the report from the anti-plagiarism system, the supervisor submits the thesis for review (in the case of a positive result of the anti-plagiarism verification) or sends the thesis to be corrected by the student (in the case of a negative result of the anti-plagiarism verification system).
2. After successfully passing the procedure specified in par. 1 and issuing two positive reviews (by the supervisor and the reviewer), the electronic version of the thesis is transferred by the supervisor to the dean’s office in order to start the procedure of preparing the student for defense.
  3. The dean’s office generates an electronic version of the clearance slip, and after its approval, the date of the diploma examination is set.”
  - 4) in § 13 sec. 1 point b) is removed;
  - 5) in § 14 sec. 2 is replaced by the following:  
 “2. The supervisor and the reviewer are obliged to write a review within 7 working days from the date of receiving information from the system about the transfer of the thesis to the next stage. The review template is attached as *Appendix No. 6.*”;
  - 6) in § 16 sec. 2 is replaced by the following:  
 “2. The condition for taking the diploma exam is completing the study program, submitting a bachelor’s or master’s thesis to the APD module, obtaining a positive review of the thesis and settling obligations towards the University (clearance slip).”;
  - 7) in § 18 sec. 6 is replaced by the following:

“The diploma exam for artistic and design works is an oral exam and consists of three parts:

- a) presentation of work;
  - b) answers to questions formulated by the supervisor and the reviewer;
  - c) public discussion of the defended artistic and design work.”;
- 8) in § 20 sec. 1 is replaced by the following:  
“1. The electronic version of the diploma thesis is archived in the APD module. The student’s personal file is deposited in the University’s archives.”;
- 9) in § 20 sec. 3 is replaced by the following:  
“3. Archived diploma theses may be made available on the Internet, provided that the author of the thesis expresses his/her consent in the APD module.”;
- 10) Appendix No. 3 to Terms and Conditions of Awarding Diplomas is replaced by Appendix No. 1 to this Order.
- 11) Appendix No. 8 to the Terms and Conditions of Awarding Diplomas is replaced by Appendix No. 2 to this Order.

## §2

The consolidated text of the Terms and Conditions of Awarding Diplomas at Vistula University constitutes Appendix No. 3 to this Order.

## §3

The Order comes into force on the day of its signature.

Rector

Prof. Wawrzyniec Konarski, PhD