

ORDER No. 1/05//2019  
of Vistula University Rector  
9<sup>th</sup> May 2019

**on the introduction of an additional procedure to the graduation process**

Pursuant to § 28 section 1 point 5 of the Statute of the Vistula University, and in conjunction with the Rector's Order No. 1/06/2017 of 05/06/2017, annexed on 01/10/2018, it is ordered as follows:

§ 1

1. I hereby introduce an additional procedure to the degree granting process, which consists in verifying the linguistic correctness of diploma theses. The procedure will take place before the final approval of the thesis by the supervisor and before the thesis is entered to the APD module (Archives of Diploma Theses).
2. This procedure applies to all diploma theses submitted at the University, which are not written in the student's first language, with the exception of theses submitted at the Faculty of Philology.
3. Students who write their thesis in a language that is not their mother tongue, after the initial approval by the supervisor, introduce the thesis to the APD module. At step 3 of the APD, the supervisor forwards the thesis to the Foreign Languages Center, which provides information about the positive or negative result of the verification within 7 business days.
4. After obtaining a positive result, the supervisor orders an anti-plagiarism check. After obtaining a positive anti-plagiarism result, the supervisor forwards the thesis to the APD point 4 and further diploma procedures. In the case of a negative result, the supervisor sends back the thesis to point 1 of the APD module with proper justification provided by the Foreign Languages Center.
5. Students who write a diploma thesis in their first language present a relevant declaration signed by the supervisor (declaration template is attached as Appendix No. 1 to this Order).
6. The procedure of linguistic verification of diploma theses is provided in Appendix No. 2 to this Order.

§ 2

Order No. 1/11/2017 of Vistula University Rector of 15<sup>th</sup> November, 2017 on the introduction of an additional procedure to the graduation process is hereby repealed.

§ 3

The Order shall come into force upon signature.

Rector

Wawrzyniec Konarski PhD, DSc, Vistula University professor

**Declaration on writing a diploma thesis in the first language**

.....

*Student's name and surname*

.....

*Thesis title*

I declare that the above mentioned thesis has been written in my first language.

Warsaw, .....

*Date*

.....

*Student's Signature*

I confirm that the thesis has been written in the student's first language and, therefore, it is not subject to the linguistic correctness verification procedure

Warsaw, .....

*Date*

.....

*Supervisor's signature*

## **Linguistic verification of diploma theses**

(Procedure)

1. The **supervisor** grants their preliminary approval of the diploma thesis in the form chosen by them (the student is earlier informed by the supervisor in this respect).
2. After obtaining the approval, the **student** - for whom the Polish or English language is not their mother tongue – enters the thesis to the APD module (Archives of Diploma Theses).
3. After receiving information in the APD system that the thesis has been forwarded to Step 3 of the procedure, the **supervisor**, sends a link to the text of such thesis for the purpose of its linguistic verification. Theses written in English are sent to the following e-mail address: [dypлом@vistula.edu.pl](mailto:dypлом@vistula.edu.pl); theses written in Polish are sent to the following e-mail address: [dypлом.pl@vistula.edu.pl](mailto:dypлом.pl@vistula.edu.pl).
4. The thesis is checked within 7 business days.
5. The **supervisor** receives the result of linguistic verification by e-mail.
6. If the result of linguistic verification is positive, the **supervisor** approves the thesis for further diploma procedures.
7. If the result of linguistic verification is negative, the **supervisor** sends back the thesis to point 1 of the APD module with proper justification.