Warsaw, 01-10-2019

**INFORMATION CONCERNING HOW THE DIPLOMA SEMINAR IN THE ACADEMIC YEAR 2019/2020 IS TO BE CONDUCTED**

1. Submission of the thesis topic form to the Dean's Office (form: attachment to the Regulations of the Diploma Process) is required by 15.10.2019;
2. Submission of the thesis topic form is a condition for obtaining a credit for the diploma seminar I. and for taking the diploma exam, after writing the thesis;
3. If it is necessary to change the subject of the diploma thesis, the student will need to present a new subject application card;
4. The student writes a thesis under the supervision of the promoter assigned by the Dean;
5. Any change of the thesis supervisor requires the Dean's consent, in response to the student's request;
6. The student is required to submit a thesis, in accordance with editorial standards and the principles of editing, references to the sources, and citing presented in the “Guide for writing the diploma thesis”. Footnotes are recommended (this facilitates the promoter, reviewers, and any other readers, to verify the sources on which the work was based). In justified cases, with the consent of the faculty dean, you can use another way of building footnotes and quoting - the so-called “Harvard system”;
7. The standards of requirements for diploma theses contained in the "Guide" are binding under the Rector's orders throughout the University, and therefore, the Promoters’ duties include enforcing their fulfillment by diplomats, and the Reviewers' responsibility - assessing the degree of compliance with the work;
8. To the text of the diploma thesis, the student attaches a properly edited title page (the template of the title page is an attachment to the Diploma Regulations);
9. All diploma theses are subject to anti-plagiarism verification in the APD system. Anti-plagiarism verification is carried out using the Uniform Anti-Plagiarism System (Jednolity System Antyplagiatowy). The maximum waiting time for a report is seven days.
10. The result of the anti-plagiarism test is available to all interested parties, and the thresholds for determining whether work is to be considered as plagiarism, are as follows:

• A score below 30% means the allowable number of loans at work,

• A score between 30% and 40% means that the level of loans was slightly exceeded,

• A score above 40% means that the level of borrowings is high and indicates plagiarism.

A result exceeding 40% does not have to result in the rejection of the job (although it should rightly raise suspicions of plagiarism). The final decision regarding the admission of the diploma thesis to further proceedings, always belongs to the promoter. After the supervisor's acceptance of the test result, the student prints the content of the general report, and delivers it with the work to the dean's office;

1. The university attaches particular importance to 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 editorial corrections to the text, as a result of subsequent verification, not to exceed the admissible limit of unauthorised borrowings, but primarily, it should be viewed as a tool detecting a violation of the law and imposing an obligation on the University to draw appropriate consequences.
2. Diploma theses, not written in the student's native language (with the exception of theses created at the Faculty of Philology), are subject to an additional procedure of checking for linguistic correctness by the Foreign Language Centre. The FLC has a maximum of seven days to complete this verification. A positive result of this verification is a prerequisite for admitting work for further proceedings in the APD system. In the case of a negative language verification result, the student improves his/her work, and re-submits it to the verification procedure (the university does not charge a fee for the first language verification);
3. The submission of the thesis for verification, both in linguistic and anti-plagiarism terms, is made by the promoter, after the student has entered the APD approved by the promoter.
4. The following are deadlines for submission of diploma theses, ready for defence by students (at the Dean's office, along with other required documents) -

FOR STUDENTS ENDING THEIR STUDIES IN THE WINTER 2019 SEMESTER:

**Full-time studies**

* Term I. - 07.02. 20
* Term II. - 06.03. 2020

**Part-time studies**

* Term I. - 09.02. 2020
* Term II. - 08.03. 2020

FOR STUDENTS ENDING THEIR STUDIES IN THE SUMMER 2020 SEMESTER:

* Term I. - 01.06. 2020
* Term II. - 15.06. 2020

1. A student may submit a diploma thesis at the dean's office (text with a watermark, generated from the APD system), after the supervisor submits a review in the APD system;
2. Promoters enter the grade from the Diploma Seminar II. in USOS. after submitting the diploma thesis for review in the APD system;
3. The above deadlines for submitting a diploma thesis at the dean's office, apply to all students finishing the last semester of their studies; also, when they are still taking exams and credits (e.g. in the retake procedure), after the applicable deadline for submitting the thesis. This requirement is dictated by the necessity of prior preparation by the dean's office of student documentation, which is necessary to take the diploma examination;
4. Before setting the date of the diploma exam, the student must complete the entire study programme (i.e. obtain the appropriate number of ECTS, and demonstrate credit for elements of the study programme, to which ECTS credits have not been assigned, e.g. Diploma Proseminar, Physical Education, Health and Safety, etc.). One should take note of conditional credits and designated programme differences;
5. Before submitting the diploma thesis at the Dean's Office, students have to submit all required documents (in particular, those documents which they have committed to submit in the recruitment process);
6. It is recommended to check the credit status in USOS and the Dean's Office in advance, and identify any deficiencies in the required documentation;
7. Failure by the student to meet the required deadline for submitting the diploma thesis, will result in the repetition of the last semester of studies in the field of the diploma seminar (at the student's request to the dean of the faculty), which is, furthermore, associated with a fee equal to 50% of the semester tuition fee (in the case of repeating other subjects, not included in the deadline), the student must pay the full semester fee);
8. In exceptional random circumstances, a student, with the consent of the dean of the faculty, may submit the diploma thesis at a later date, specified by the dean. Along with the application for postponing the deadline for submitting the diploma thesis, and apart from the documents justifying the application, the student is required to provide the promoter with information on the progress of the thesis (printing of e-mail information is allowed);
9. The student is informed by the Dean's office about the date of the diploma examination by e-mail;
10. Students download two sets of exam questions (field questions and specialty questions), available on the Moodle Platform in the Diploma Process tab, and on the Platon Platform, after logging in.
11. All individual problems of graduates, related to the implementation of the diploma seminar, are solved by the Dean of Departments and the Vice-Rector for Student Affairs, (Dr. Maria Gasińska: m.gasinska@vistula.edu.pl; Tel. +48 22 457 23 76).