

ORDER No. 5/05/2023
of the Rector of the Vistula School of Hospitality
of May 29, 2023.

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

Pursuant to § 15 sec. 2 point 2) of the Statute of Vistula School of Hospitality, I hereby order as follows:

§1

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

1) § 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.”;

2) § 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):

- 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.”
- 3) in § 13 sec. 1 point b) is removed;
- 4) 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.*”;
- 5) 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).”;
- 6) § 20 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.
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.”;
- 7) Appendix No. 3 to Terms and Conditions of Awarding Diplomas is replaced by Appendix No. 1 to this Order.
- 8) 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 School of Hospitality constitutes Appendix No. 3 to this Order.

§3

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

Rector

Prof. Aleksander Ronikier

Appendix No. 3. EDITORIAL STANDARDS FOR COMPOSING A THESIS

EDITORIAL STANDARDS FOR COMPOSING A THESIS

Editorial requirements:

- basic text: **Times New Roman** font, **12 pts**,
- chapter titles: **Times New Roman** font, **16 pts**, boldface;
- subchapter titles: **Times New Roman** font, **14 pts**, boldface;
- mirrored margins: the side towards the binding (inside) **3.5 cm**, other: **2.5 cm**;
- line spacing (lead) **1.5**;
- alignment: justified;
- page numbering – in the footer, centered.

Title page of the diploma thesis:

The title page must contain the following information:

a) on a vertical axis of the page (**centered**)

- **line spacing 1.5:**

- full name of the University - **20 pts** type size – boldface;
- full name of the faculty - **14 pts** type size;
- full name of the field of study - **14 pts** type size;

- 1. **line spacing 1.0:**

- name and surname of the author of the thesis - **16 pts** type size – boldface;
- student ID number of the author of the thesis - **14 pts** type size;
- thesis title, centered vertically on the title page - **26 pts** type size – boldface;
- place and year of writing the thesis, at the bottom of the page - **14 pts** type size.

a) Next to the right margin (**aligned to the right**):

- 2. **line spacing 1.5:**

- specification of the type of the thesis (bachelor's/ master's thesis) - **14 pts** type size.
- statement “written under the supervision of”, followed by the academic degree/title/and full name of the thesis supervisor - **14 pts** type size.

The bachelor's thesis should have at least 35 pages, and the master's thesis 50 pages.

Appendix No. 8. DECLARATION

(“DECLARATION” is to be completed by the student in the APD module)

Warsaw, on

DECLARATION

Name and surname

University name

I hereby declare, that:

- 1) This thesis was written by me on my own and does not include any content obtained in a manner violating any applicable law.
- 2) The presented thesis has not been previously subject to procedures related to obtaining the professional title of ‘licencjat’ (bachelor), or ‘inżynier’ (engineer), or ‘magister’ (master) in a higher education institution.
- 3) The digital version of the thesis

Thesis title

is the final version presented for defense at the University.

- 4) I grant the University, free of charge, a license to upload my thesis to the digital **Archive of Diploma Theses (APD)** system and to copy and make the thesis available in the scope required to protect my copyright or any third party’s right.
- 5) **I agree / I do not agree** to making my thesis available on the **Internet**.

Student’s signature

This diploma thesis is kept in digital form in the Archive of Diploma Theses (APD) system under No.