

Appendix No. 3 to Order No. 5/05/2023 of the Rector of Vistula School of Hospitality of May 29, 2023.

Consolidated text of *Terms and Conditions of Awarding Diplomas at Vistula School of Hospitality*

***Terms and Conditions
of Awarding Diplomas
at Vistula School of Hospitality***

adopted by Order No. 2/12/2022 of the Rector of
Vistula School of Hospitality of December 1, 2022

amended by Order No. 5/05/2023 of the Rector of
Vistula School of Hospitality of May 29, 2023

(consolidated text)

Warsaw, 2022

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Chapter I

Rules for assigning supervisors

§ 1

1. Students choose a supervisor conducting a diploma seminar thematically related to their selected specialty at the latest 3 months before the semester in which they begin the course. After this date, the supervisor is assigned by the Dean.
2. Students may choose a diploma seminar and a thesis supervisor from among academic teachers and other persons conducting courses who meet the requirements set out in § 49 of the Terms and Conditions of Study and proposed by the Dean of the faculty in consultation with the director of the study program of a given field of study.
3. In justified cases, upon the Dean's request and with the consent of the Education Quality Board, a diploma seminar for the first-cycle studies may be conducted by an academic teacher or other person conducting courses holding a professional title of 'magister' (magister), provided they have professional experience corresponding to the subject of the diploma seminar gained outside the university.
4. In justified cases, upon the Dean's request and with the consent of the Education Quality Board, a diploma seminar for the second-cycle studies may be conducted by an academic teacher or other person conducting courses holding the academic degree of 'doktor' (PhD).
5. Enrolment for diploma seminars is conducted via the IT system, in accordance with the list of specialties, the list of supervisors and the general subject of specific seminars published in the IT system.

Chapter II

The course of the diploma seminar

§ 2

1. Diploma seminars are included in the study program for a given academic year.
2. Diploma seminars serve to verify the assumed learning outcomes. Students confirm their ability to apply the knowledge and skills acquired during their studies as well as demonstrate the acquired social competences.

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3. The learning outcomes that are subject to verification during the seminar and the preparation of the diploma thesis should be included by lecturers in the Diploma Seminar syllabus.
4. The assumed learning outcomes are accomplished with the use of materials and methods selected by the supervisor.

§ 3

1. Diploma seminars are conducted in groups of up to 15 students.
2. An academic teacher or other person conducting courses may supervise up to 25 diploma students in a given academic year.
3. In justified cases, the Dean may express their consent for a higher number of diploma students.
4. If the registered number of diploma students does not allow for the creation of a group, and the supervisor agrees to supervise an individual diploma student, it is allowed to organize individual seminar consultations upon the consent of the Dean.
5. In exceptional cases, not later than on the beginning date of the last semester of studies, upon the student's request and with the knowledge of the supervisor, the Dean may consent for a change of the supervisor and transferal of the student to another seminar group.
6. If there are reasons attributable to the supervisor that may delay the submission of the thesis, the Dean, at the student's request, appoints an academic teacher or other person conducting courses who shall take over the supervision over the thesis.
7. The supervisor has the right to refuse or resign from exercising the supervisor's care over the student during the diploma seminar for valid reasons. In such cases, the supervisor submits to the Dean of the relevant faculty a written resignation from supervising the diploma thesis of the student, justifying their decision.

§ 4

1. During the first seminar class, supervisors present students with the syllabus, inform them about the dates and hours of consultations and forms of contacting students (including e-mail), and presents the schedule of diploma awarding process, the student's work schedule as well as the plan of cooperation.

§ 5

1. The condition for completing the first semester of the diploma seminar is to submit the “Thesis Title Submission Form” attached as *Appendix No. 1* to these Terms and Conditions to the Dean’s office, within the time specified in § 6, and to fulfil any other requirements specified by the thesis supervisor.
2. The condition for completing the second semester of the diploma seminar is the supervisor’s approval of the diploma thesis for defence. In the case when the conditions for graduation do not include writing a diploma thesis, the completion of the second semester of the diploma seminar takes place after meeting the conditions included in the study program for the relevant field of study.

Chapter III

Approving thesis title/subject

§ 6

1. Students are obliged to submit to the dean’s office via the University’s electronic system the title of the diploma thesis along with the supervisor’s acceptance for its approval, no later than:
 - a) November 30 (in the case of students starting the seminar in the winter semester);
 - b) April 30 (in the case of students starting the seminar in the summer semester)– as per the “Thesis Title Submission Form” (*Appendix 1*).
2. The Thesis Title Submission Form can be downloaded from the University’s IT system/website.
3. The titles/subjects of diploma theses are approved by the Dean in consultation with the study program director. The title of the thesis completed and submitted for the diploma examination must be consistent with the approved title, subject to point 6 of this paragraph.
4. The Dean approves the reviewer appointed by the education program director.
5. Upon approval of the title and appointment of a reviewer, all this data is entered into the university electronic system (USOS) by the end of the first semester of the diploma seminar.
6. Students may change the approved title of the thesis in consultation with the supervisor. Students are obliged to re-submit the “Thesis Title Submission Form” as an update

Consolidated text of *Terms and Conditions of Awarding Diplomas at Vistula School of Hospitality* application (approval of the title in accordance with the procedure described in points 3-6 of this paragraph).

Chapter IV

Diploma thesis

§ 7

1. A diploma thesis should be indicative of a high competence level of its author: their knowledge, skills and social competences corresponding to the given field of study, degree, profile and speciality of studies.
2. A diploma thesis can be an analysis, project, research paper or an artwork.
3. The subject of a master's thesis cannot be the same as the subject of a diploma thesis at the first cycle studies. However, it may - with the supervisor's consent - refer to it or constitute its elaboration, while the proportion of the content from a bachelor's or an engineering thesis in a master's thesis may not exceed 30%. This content should be adequately indicated with footnotes.
4. A diploma thesis may be the result of group work (of not more than 3 students), provided that students are granted the approval of the dean and supervisor for such a form of work and that individual contribution of each author is specified.
5. A diploma thesis is written in the language of instruction.
6. On the supervisor's request, the dean may agree for the diploma thesis to be written in a language other than the language of instruction.

§ 8

1. Structure of the diploma thesis:
 - a) title page (unnumbered page) - *Appendix No. 2*;
 - b) table of contents;
 - c) introduction;
 - d) main body;
 - e) conclusion;
 - f) list of tables, illustrations, etc.;
 - g) bibliography;

h) appendices (if any).

2. Detailed editorial standards for diploma theses are set out in **Appendix No. 3** to these Terms and Conditions. All other matters are decided by the supervisor.

Chapter V

Procedures for the diploma process

§ 9

Linguistic verification procedure

1. The procedure consists in verifying the language correctness of the final version of the diploma thesis submitted to the APD module (Archive of Diploma Theses).
2. This procedure applies to all diploma theses prepared at the University that are not written in the student's native language.
3. Students who write a thesis in a language other than their native language, after initial approval by the supervisor, enter the final version of the thesis into the APD module. At step 3 of APD processing, the supervisor submits the thesis to the Foreign Languages Centre. The Centre notifies the supervisor about the positive or negative result of linguistic verification within 7 working days.
4. After obtaining a positive result, the supervisor submits the thesis for the anti-plagiarism check. After obtaining a positive anti-plagiarism result, the supervisor admits the thesis to the next stage of the APD processing and further diploma procedures. In the case of a negative result, the thesis supervisor sends the thesis back to point 1 of the APD module with the justification provided by the Foreign Languages Centre.
5. Students writing a diploma thesis in their native language submit an appropriate declaration signed by them (the declaration form is attached as **Appendix No. 4** to these Terms and Conditions).
6. The course of the linguistic verification procedure for diploma theses is included in **Appendix No. 5**.

§ 10

Anti-plagiarism procedure

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1. The anti-plagiarism procedure applies to all diploma theses prepared at the University and its successful completion is one of the conditions for admitting the thesis for defence.
2. Anti-plagiarism verification of the diploma thesis is carried out using the Uniform Anti-Plagiarism System (JSA).
3. The anti-plagiarism system generates a similarity report for each checked thesis.
4. The final interpretation of the Similarity Report rests with the thesis supervisor.

Chapter VI

Thesis submission

§ 11

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.

§ 12

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

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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.

§ 13

1. The Dean's office employee verifies the consistency of:
 - a) the title of the diploma thesis with the title approved in the procedure specified in § 6;
 - b) (*annulled*)
2. In the event of any inconsistencies, the dean's office informs the author of the thesis and the supervisor about the need to make relevant corrections.
3. In the case referred to in point 2 of this paragraph, the procedure for changing the title of the diploma thesis according to § 6 point 6 applies.

Chapter VII

Thesis review

§ 14

1. The diploma thesis is evaluated by the supervisor and reviewer in the APD module.
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*.
3. The average grade for the diploma thesis is determined on the basis of the grades given by the supervisor and the reviewer.
4. In the event of a negative evaluation by the reviewer and positive evaluation by the supervisor, the Dean may appoint a second reviewer.
5. Both reviewers should participate in the defence of the thesis.
6. Negative evaluation by the second reviewer means that the student cannot take the diploma examination. In this case, the grade for the diploma seminar is cancelled.

Chapter VIII

Diploma examination

§ 15

The conditions of admission to the diploma examination, its procedure, including the composition of the committee, as well as the scale and method of determining the grade for the thesis and the result of the study are specified in the Terms and Conditions of Study.

§ 16

1. After completing the documentation related to the diploma thesis and verifying the requirements set out in the study program applicable to the student, the dean's office specifies the date of the diploma examination, agreed with the supervisor.
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).
3. In the event of removal from the list of students, in accordance with the procedure specified in the Terms and Conditions of Study, the student may resume studies at the University and take the diploma examination, provided that the student:
 - a) completes again the Diploma Seminar course;
 - b) complements the specified study program differences;
 - c) pays the registration fee and the specified amount for continuing studies in accordance with separate internal regulations on payment for studies.
4. The decision to initiate the appropriate procedure in relation to the student is made by the Dean.
5. A student who submitted a diploma thesis but failed or did not take the diploma examination and after exhausting all the steps in the procedure specified in § 55 points 5 and 6 of the Terms and Conditions of Study was deleted from the list of students, but later resumed studies on the terms set out by the dean, is obliged to pay the tuition fee in accordance with separate internal regulations on payment for studies.
6. Pursuant to § 51 point 5 of the Terms and Conditions of Study, with the dean's consent, a student who has successfully completed all courses included in the study program except for the diploma seminar, may submit a diploma thesis by repeating the semester of the seminar, no more

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§ 17

1. The student is obliged to confirm the date of the diploma thesis defence.
2. The detailed schedule of diploma examinations is determined by the Dean's office.

§ 18

1. Diploma examinations take place on the premises of the University.
2. The conditions for admission to the diploma examination are: meeting the requirements set out in the study program applicable to the student, issuing grades for the diploma thesis not lower than 3.0 by the reviewer and the supervisor, and settling financial obligations towards the University.
3. In justified cases, the examination may be conducted on-line.
4. The diploma examination is an oral examination and may consist of two parts, depending on the conditions for completing studies and obtaining a diploma of graduation specified in the study programs for a given field of study:
 - a) during the first part of the diploma examination, the student gives a brief, concise presentation of the diploma thesis, including in particular: its goal, hypothesis, scope, methods and approaches used as well as conclusions and proposals, and in project based thesis: the goal, assumptions, conditions for implementation, and project implementation schedule;
 - b) during the second part of the diploma exam, the student answers three questions: related to the field of study, to the specialty/specialization and to the issues covered by the diploma thesis. The student draws questions from the set of examination questions, and the reviewer asks a question related to the diploma thesis.
5. Detailed sets of topics for diploma examinations (concerning the field of study and speciality/specialization) are published immediately after they are approved by the Education Quality Board, not later than by the end of the semester preceding the defence.
6. The student is notified of the final grade after the diploma examination and on the day of the examination.
7. The course of the diploma examination is recorded in a protocol.

§ 19

1. After passing the diploma examination, graduates may receive a certificate of completing higher education studies. Graduates may use this certificate until they receive their diplomas.
2. Within 30 days from the date of graduation, the University issues a graduate with a diploma of graduation with a diploma supplement and 2 copies thereof, including, at the student's request submitted by the date of graduation, an English copy of the diploma and of the diploma supplement.
3. The graduate is obliged to collect the diploma in person. The receipt is confirmed with a handwritten signature on the receipt form of the document.
4. If the graduate, for valid reasons, cannot collect the document(s) in person, it is possible to collect them by a third party, based on the presentation of a written authorization containing the student's/graduate's data (name, surname, student ID number, field of study, address of residence, e-mail address, telephone number) as well as details of the authorized person (name, surname, ID/passport number). This authorization should be handwritten and legibly signed by the student/graduate. The authorization should be submitted in person to the unit issuing the diploma in order to enable the University employee to confirm the authenticity of the authorizing person's signature. Alternatively, the authenticity of the signature can be confirmed by a notary. The authorization template is attached as **Appendix No. 9** to these Terms and Conditions.
5. It is possible to send the diploma by mail at the expense of the graduate upon appropriate authorization given by a graduate staying outside of Poland.
6. A graduate living abroad of the Republic of Poland, after submitting a justified request in the USOS system, may receive a diploma (along with other documents confirming the completion of studies) to the indicated address, via courier mail. In this case, the applicant (graduate) is obliged to pay the shipping costs (including the additional service – "confirmation of receipt"), while the University bears no responsibility for the loss or damage of the documents sent by courier mail.

Chapter IX

Theses archiving

§ 20

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.
2. 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.

Chapter X

Final provisions

§ 21

1. These Terms and Conditions come into force on December 1, 2022 and they repeal the Terms and Conditions for Awarding Diplomas introduced by Order No. 1/06/2017 of the Rector of June 5, 2017, together with Annex No. 1 of October 1, 2018, and the Order No. 1/05/2019 of the Rector of May 9, 2019 on the introduction of an additional procedure to the process of awarding diplomas.

Appendix No. 1. THESIS TITLE/SUBJECT SUBMISSION FORM

Warsaw, on

THESIS TITLE/SUBJECT SUBMISSION FORM

individual work

group work

bachelor's

title submission (first)

engineer's

data update (in case of title change)

master's

Student's name:

Student ID number:

Education level:

Form of study:

Faculty:

Field of study:

Specialization:

Study profile:

Thesis supervisor:

Names of co-authors (group work):

Additional information (artistic thesis):

.....

Title/subject of the thesis in its language (in block letters):

.....

.....
.....
.....

Title/subject of the thesis in Polish, if the thesis is in English (in block letters):

.....
.....
.....

Title/subject of the thesis defended on first-degree studies, refers only to students of second-degree studies (in block letters):

.....
.....
.....

Submission:

Approval:

date and student's signature

date and supervisor's signature

I accept the title/subject of the thesis and suggest the following person as the reviewer:

.....

.....

date and signature of the head of the education program

Acceptance:

.....

date and dean's signature

The student is obliged to submit this form in the dean's office before:

- 30 November (for those starting the seminar in the winter semester),
- 30 April (for those starting the seminar in the summer semester).

/ Full name of the University /

Faculty

Field of study

Student's full name

Student ID number

/THESIS TITLE /

Bachelor's/Master's thesis

written under the supervision of

/supervisor's academic degree/title and full name /

Warsaw, / year/

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;
- **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**):

- **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. 4. DECLARATION ON WRITING A DIPLOMA THESIS IN THE FIRST LANGUAGE

Declaration on writing a diploma thesis in the first language

Student's name and surname

Thesis title

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

Warsaw,

_____ date

_____ Student's signature

Appendix No. 5. LINGUISTIC VERIFICATION OF DIPLOMA THESES

Linguistic verification of diploma theses

(Course of the procedure) 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).

1. After obtaining the approval, the student - for whom Polish or English is not the first language - enters the thesis into the APD module (Archives of Diploma Theses).
2. 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; theses written in Polish are sent to the following e-mail address: dypлом.pl@vistula.edu.pl.
3. The thesis is checked within 7 business days.
4. The supervisor receives the result of language verification by e-mail.
5. If the result of linguistic verification is positive, the supervisor approves the thesis for further diploma procedures.
6. If the result of linguistic verification is negative, the supervisor sends back the thesis to point 1 of the APD module with proper justification.

**Appendix No. 6. EVALUATION OF THE DIPLOMA THESIS:
bachelor's/master's**

(review is to be completed by the reviewer in the APD module)

Warsaw, on

.....
Name of the University

.....
Name and surname of the reviewer

I hereby request you to grade and review the attached diploma thesis

The diploma examination is scheduled for

Head of the Teaching Unit

EVALUATION OF THE DIPLOMA THESIS

Author:
Student ID number:
Thesis title:
Thesis supervisor:
Place of writing the thesis:
Field of study:
Diploma seminar:
Keywords:
Grade:

1. Is the content of the thesis consistent with the subject indicated in its title?

.....
2. Evaluation of the thesis structure, division of content, order of chapters, completeness of claims, etc.:

.....
3. Substantive evaluation of the thesis:

.....
4. Does the thesis present a new approach on its subject, and if so, to what extent?

.....
5. Selection and use of sources:

.....
6. Evaluation of the formal side of the thesis (language correctness, academic writing skill mastery level, table of contents, references):

.....
7. Application of the thesis (publication, making available to institutions, source material):

.....
8. Other remarks:

.....
9. I grade the thesis as:

.....
(place and time)

.....
(Reviewer's digitally approved signature)

Appendix No. 7. THESIS CHART

(THESIS CHART is to be completed by the student in the APD module)

Warsaw, on

(education unit stamp)

ARCHIVED
(archiving confirmation stamp and an authorized person's
signature)

THESIS CHART

First name(s):
Surname:
PESEL:
Student ID number:
Form of study:
Unit awarding the title:
Diploma code:
Diploma description:
Thesis supervisor:
Thesis title:
Keywords:

Brief summary:

Thesis field of specialty:

Is the thesis confidential (will not be sent to the National Repository of Theses – ORPD):

Thesis submission date:

Exam date:

Digitally approved in the APD module

(author's signature)

(supervisor's signature)

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.

Appendix No. 9. AUTHORIZATION TO COLLECT THE DIPLOMA WITH COPIES AND SUPPLEMENT

Warsaw, on

.....
(name and surname of the student/graduate)

.....
(student ID No., field of study)

.....
(address)

.....
(e-mail adress)

.....
(phone number)

AUTHORIZATION TO COLLECT THE DIPLOMA WITH COPIES AND SUPPLEMENT *

I hereby authorize Ms/Mr **

.....
identification document/passport ** series, number

.....
to collect the diploma of completing studies issued by the University in my name together with a complete set of copies and a supplement.

.....
Name and surname of the applicant

The authorization was signed in the presence of a University employee, by Ms. / Mr **

.....
identification document/passport ** series, number

.....
Date, signature and name stamp of the University employee

* the authorization should be submitted in person to the unit issuing the diploma in order to enable a University employee to confirm the authenticity of the authorizing person's signature. Alternatively, the authenticity of the signature can be confirmed by a notary.

** delete as appropriate