**Warsaw, 01.01.2024**

**INFORMATION ON THE DIPLOMA SEMINAR IN THE ACADEMIC YEAR OF 2023/2024**

1.Submission of the Thesis Title application form to the Dean’s Office (form: appendix to the Terms and Conditions of Awarding Diplomas). Students are obliged to submit the title of the diploma thesis along with the supervisor’s approval to the dean's office via the University's electronic system for the purpose of its acceptance, no later than by a) **November 30th** (for students starting their studies in the winter semester); b) **April 30th** (for students starting their studies in the summer semester).The thesis title application form (as agreed with the supervisor) should be generated and submitted for approval via the USOS system;

2. Submission of the thesis title is a **condition for obtaining credit** for Diploma Seminar I, and for taking the Diploma examination after completing the thesis;

3. In the case of the need to **change the title** of the Diploma thesis, student submit a **new Thesis Title application form**;

4. Students write the Diploma thesis, **under the supervision of the Supervisor**, assigned by the **Faculty Dean**;

5. Each **change of the diploma thesis Supervisor** requires the **acceptance of the Dean** following student’s application;

6. Students are obliged to present their diploma theses, edited in accordance with the **editorial standards, and the principles of referencing and quoting** provided in the “Guide to Writing a Diploma Thesis”**. It is recommended** to use **footnotes** (as it makes it easier for the supervisor, reviewers, and possible other readers, to verify the sources, on the basis of which, the thesis has been written). In justified cases, with the consent of the Faculty Dean, students can use a different method of referencing and quoting - **the so-called Harvard style**;

7. **Standards** of the requirements for the Diploma thesis, provided in the “Guide to Writing a Diploma Thesis”, **are binding** throughout the University on the basis of the Rector's Order, and therefore, the duties of the **Supervisors** include enforcing their fulfillment by students, whilst the **Reviewers** are responsible for assessing the degree of compliance of the thesis with the standards;

8. The Diploma thesis starts with a **correctly** edited **title page** (the template of the title page is available for download at: <https://vistula.edu.pl/en/student/student-affairs/diploma/>

**Important! Diploma theses with an incorrectly edited title page will not be accepted by the Dean's office for defense;**

9. The text of the Diploma thesis should be edited, in accordance with the editorial standards in force at the University, and provided in the “Guide to Writing a Diploma Thesis” (access: <https://vistula.edu.pl/en/student/student-affairs/diploma/> pp. 28 - 39)

10. The basic editorial requirements for the Diploma thesis are as follows:

• **Times New Roman** font should be used **throughout the entire thesis**;

• **basic text** of the thesis: font size 12 points;

• **footnotes:** font size 10 points;

• **line spacing:** 1.5, footnotes: 1);

• **chapter titles:** font size 16 points, **bold;**

• **subsection titles:** font size 14 points, **bold;**

• **titles of numbered sub-sections included in the table of contents (work structure)**, font size 12-points, **bold;**

• **justified** text (aligned to both left and right margins), for footnotes containing long web addresses - text aligned to the left margin;

• **page numbers** - centered in the footer (bottom), the same font as the basic text;

• introduction, each subsequent chapter, conclusion, bibliography, lists, attachments - **start with a new page.**

• mirrored **margins:** side of the binding (internal) 3.5 cm, other: 2.5 cm;

• **margins**: wider on odd-numbered pages, narrower on even-numbered pages;

• **first page** - this is the title page, but **without numbering**, the reverse of the title page has no text - this is the **second page**, also **without numbering**;

• **first number: 3** is entered on the page on which the table of contents begins;

11. All theses are subject to **anti-plagiarism verification in the APD system**. Anti-plagiarism verification is carried out with the use of the **Uniform Anti-plagiarism System**. The maximum waiting time for a report is seven days.

12. The result of the anti-plagiarism check is available to all interested parties, and the thresholds for determining whether a thesis has been plagiarized, are as follows:

• Result below 30% means an acceptable level of matching the sources,

• Result between 30% and 40% means that the acceptable level of matching the sources has been exceeded,

 • Result above 40% means that the level of matching the sources is high and indicates plagiarism.

The result above 40% does not have to lead to the rejection of the thesis (although it should give rise to a reasonable suspicion of plagiarism). The final decision regarding the acceptance of the Diploma thesis for further processing, always rests with the Supervisor. **The report must be accepted by the Supervisor in the APD system;**

13. The University puts great emphasis on **students’ independent preparation of their Diploma theses**. The anti-plagiarism system should not be perceived by students solely as a source of information about the need to introduce editorial amendments to the text in order not to exceed the permissible limit of unauthorized borrowings in the subsequent verification, but above all, as a tool for detecting violations of the law, **obliging** the University to draw appropriate consequences.

14. Theses not written in the student's mother tongue (except for theses prepared at the Faculty of Philology) are subject to an **additional procedure of verifying language correctness** conducted by the Foreign Languages Centre, which has a maximum of seven working days, to complete this verification. A positive result of this verification is a necessary condition, for the thesis to be accepted for further procedure in the APD system. In the event of a negative result of the linguistic verification, students correct the work, and submit it to the verification procedure again (the University does not charge students only for the first language verification);

15. **Submission of the thesis for language and anti-plagiarism verification** is **done by the Supervisor** after the student enters the thesis approved by the Supervisor into the APD system;

16. After obtaining a positive result of the language correctness verification (if required) and acceptance of the anti-plagiarism verification result, the Supervisor submits the thesis for review in the APD system;

17. Below are the deadlines for submitting by students Diploma theses that are **ready for defense**. This is done via **the APD system module** (detailed instructions for Supervisors and students can be found at www.apd.vistula.edu.pl);

FOR STUDENTS COMPLETING THEIR STUDIES IN THE WINTER SEMESTER OF THE 2023/2024 ACADEMIC YEAR:

Full-time studies

**Term I.** - 05.02. 2024

**Term II**. - 04.03. 2024

Part-time studies

**Term I.** - 05.02. 2024

**Term I**I. - 05.03. 2024

18. The above deadlines apply to the diploma **thesis ready for defense**, i.e.:

-in the APD system there are two positive reviews of the diploma thesis;

- the student has fulfilled the obligation to submit to the Dean's Office all documents missing from the student's file (in particular, documents that students were obliged to submit during the recruitment process and failed to submit earlier);

- students have completed all curriculum differences and obtained credits for all "conditional" passes;

- students settled their financial obligations towards the University as well as other obligations (e.g. returned books borrowed from the library).

19. The above-mentioned deadlines for submitting the Diploma thesis **apply to all students** completing the last semester of their studies, also, when they are still in the process of **taking exams and obtaining credits (e.g. in the retake procedure), after the deadline for submitting the thesis**. This requirement results from the need to prepare by the Dean's office, in advance, all student documentation necessary for defense;

20. **Supervisors** enter into USOS, the grade from the **Diploma Seminar II**, **after** sending the Diploma thesis for review in the APD system;

21. Prior to setting the date of the Diploma defense, students must **complete the entire study programme** (that is, obtain the appropriate number of ECTS credits, and complete all elements defined by the study programme that have not been assigned ECTS credits, e.g. Physical Education, Health and Safety, etc.). Students should remember about **conditional credits** and designated **curriculum differences**;

22. Students are advised to check **in advance** in the USOS system, and in the Dean’s Office, the **status of their credits**, and identify any **missing documents**;

23. Student’s **failure** to meet the Term II for submitting the diploma thesis, results in the need to **retake the last semester of studies** of the Diploma Seminar (on student’s application submitted to the Faculty Dean), which implies the necessity to pay the tuition fee - equal to 50% of the semester fee (in the case of retaking other subjects not completed on time, students pay the full semester fee);

24. **In exceptional random situations**, students, with the consent of the Faculty Dean, may submit the Diploma thesis at a later date, defined by the Dean. Along with the application for postponing the deadline for submitting the Diploma thesis, students, apart from the **documents justifying the application**, are required to provide the **Supervisor's information** about the **progress** of the work (it is allowed to print the e-mail information);

25. After the procedure in the APD module is successfully completed and two positive reviews (by the supervisor and reviewer) are entered into the system, the Supervisor transfers the electronic version of the thesis to the Dean’s Office which marks the beginning of the procedure of preparing the student for the defense. The Dean's Office generates an **electronic clearance slip**, and on its approval, sets the date of the diploma defense.

26. Students are informed about the **date** of the Diploma defense by the Dean's Office via **e-mail**;

27. Students download two **sets of examination questions** (field related questions and speciality related questions), available on the Platon Platform (<https://platon.vistula.edu.pl/Regulation-of-diploma-proces-June-July-2023>). During the Diploma defense, students answer three questions: one question related to the content of the Diploma thesis, asked by the reviewer, and two questions randomly selected by the student (one from each of the question sets);

28. Students collect their diplomas in the Dean’s Office when the following information appears in the USOS system: **diploma to be collected from... (30 days from the date of defense).**

29. All individual problems of students related to the completion of the diploma seminar are solved in the following order by:

- Supervisor,

- Filed of study tutor at the Dean's Office

- Faculty Dean

30. Appeals against the Dean's decision, may be addressed to:

Davut Han Aslan, PhD, Vice-Rector for Student Affairs, d.aslan@vistula.edu.pl