

Terms and Conditions of
Awarding Diplomas
at Vistula School of Hospitality

adopted by Order No. 6/09/2024 of the Rector of Vistula School of
Hospitality
of September 30, 2024

Warsaw, 2024

Chapter 1 Rules for assigning supervisors	3
Chapter II Diploma seminar	3
Chapter III Approval of thesis title/subject	5
Chapter IV Diploma thesis	6
Chapter V Diploma process procedures	7
Anti-plagiarism verification procedure	7
Chapter VI Thesis submission.....	8
Chapter VII Thesis reviews	9
Chapter VIII Diploma examination.....	9
Chapter IX Theses archiving.....	12
Chapter X Final provisions.....	12
Appendix No. 1 Thesis Title/Subject Submission Form	13
Appendix No. 2 – Title Page	15
Appendix No. 3 Evaluation of the diploma thesis.....	16

Chapter 1

Rules for assigning supervisors

§1

1. Students choose a supervisor conducting a diploma seminar that is thematically related to their selected speciality no later than 3 months before the beginning of the semester in which they begin the seminar (provided that study plan allows for it). 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 those defined by the dean of the faculty in consultation with the head of the study programme of a given field of study.
3. In justified cases, upon the dean's consent, a diploma seminar for the first-cycle studies may be conducted by an academic teacher or other person conducting courses holding a master's degree, provided the person has professional experience corresponding to the subject area of the diploma seminar gained outside the university.
4. In justified cases, upon the dean's consent, a diploma seminar for the second-cycle studies and long-cycle master's degree studies may be conducted by an academic teacher or other person conducting courses holding a doctoral degree.
5. Enrolment for diploma seminars is conducted via the IT system, in accordance with the list of supervisors kept by the dean.

Chapter II

Diploma seminar

§2

1. Diploma seminars are included in the study programme for a given academic year.
2. Diploma seminars serve to verify the assumed learning outcomes for a given field of study. During seminars students confirm their ability to apply the knowledge and skills acquired during studies as well as demonstrate the developed social competences.
3. The learning outcomes that are subject to verification during diploma seminars and preparation of the diploma thesis (if it is required by the study programme) should be specified by supervisors in the Diploma Seminar syllabus.

4. The assumed learning outcomes are accomplished with the use of materials and methods selected by the supervisor.
5. Diploma seminars are conducted in groups of up to 15 students

§3

1. Academic teacher or other person conducting courses may supervise up to **30** diploma students in a given academic year.
2. In justified cases, upon the dean's consent, the number of supervised students may be different.
3. If the supervisor agrees to supervise an individual diploma student, it is possible, upon the dean's consent, to organize individual seminar consultations.
4. 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 to a change of the supervisor and transfer the student to another seminar group.
5. If there are reasons attributable to the supervisor that may delay submission of the thesis, the Dean, at the student's request, may appoint an academic teacher or other person conducting courses who shall take over the supervision of the thesis
6. The supervisor has the right to resign from exercising the supervisor's care over a 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.
7. During the first seminar class, the supervisor presents students with the course syllabus, informs them about the dates and hours of consultations and specifies forms of contact with students **(including e-mail, Platon Platform or Teams)**. The supervisor presents students with the diploma process schedule, student's work schedule, and cooperation plan.
8. The condition for completing the first semester of the diploma seminar is submission of the "Diploma Thesis Title/Subject Submission Form" attached as Appendix No. 1 to these Terms and Conditions, within the time specified in Chapter III, §4, section 1, **outline of the diploma thesis, initial list of sources approved by the supervisor** as well as fulfilment of other requirements specified by the diploma thesis supervisor.
9. The condition for completing the last 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, completion of the last semester of the diploma seminar takes place after meeting the conditions specified in the course syllabus.

Chapter III

Approval of thesis title/subject

§4

1. Students are obliged to submit to the dean's office the title/subject of the diploma thesis for approval. The title/subject, agreed with the supervisor, must be submitted via the USOS system 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 form "Diploma Thesis Title/Subject Submission Form" (Appendix No. 1).
2. Students download the form referred to in section 1 from the University's IT system/website.
3. Titles/subjects of diploma theses are approved by **the supervisor, the head of the study programme, the dean**. The title of the completed thesis submitted for the diploma exam must be consistent with the approved title, subject to section 6 of this paragraph.
4. The Dean approves the reviewer appointed by the head of the study programme.
5. Upon approval of the subject and appointment of a reviewer, all 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/Subject Submission Form" as an update application (approval of the title in accordance with the procedure described in points 3-6 of this paragraph).

Chapter IV

Diploma thesis

§5

1. Diploma thesis should be indicative of a high competence level of its author: their knowledge, skills and social competences corresponding to a given field, cycle, profile and speciality of studies.
2. Diploma thesis can constitute an analysis, project or research paper.
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. 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. In practical fields of study, theses may be created in cooperation with the business environment.
6. Upon student's written request, the dean may agree to engage in the development of the thesis an assistant supervisor from an external institution.
7. The assistant supervisor is appointed by the Dean under a one-time agreement between the University and the external institution.
8. Diploma thesis is written in the language of instruction.
9. Upon **written** request of the supervisor, the Dean may consent for the diploma thesis to be written in a language other than the language of instruction in a given field of study.

§6

1. Diploma thesis structure:
 - a) Title page (unnumbered page) Appendix No. 2;
 - b) Table of contents (automatically generated, with page numbering provided according to the template);
 - c) Introduction;
 - d) Main body;
 - e) Conclusion/Summary;
 - f) Bibliography;
 - g) List of tables, illustrations, graphs (with page numbering provided according to the template);
 - h) Appendices (if any).

2. **Detailed editorial standards for diploma theses are set out in the Guide to Writing Diploma Theses. All other matters are decided by the supervisor.**

Chapter V

Diploma process procedures

§7

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 writing a thesis in a language other than their native language, after initial approval by the supervisor, enter the final version of the diploma thesis into the APD module. At step 3 of the 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 of linguistic verification, the supervisor sends the diploma thesis for verification in the anti-plagiarism system. After obtaining a positive anti-plagiarism result, the supervisor admits the diploma thesis to the next stage of the APD processing and further diploma procedures. In the case of a negative result, the supervisor sends the diploma thesis back to step 1 of the APD module with justification provided by the Foreign Languages Centre.

§8

Anti-plagiarism verification procedure

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 diploma thesis for defence.
2. Anti-plagiarism verification of the diploma thesis is carried out using the Uniform Anti-plagiarism System (JSA). **The supervisor and the reviewer have the right to use other anti-plagiarism systems.**
3. **The supervisor and the reviewer have the right to submit the thesis for AI verification pursuant to a separate Rector's order.**
4. The anti-plagiarism system generates a Similarity Report for each verified thesis.

5. Final interpretation of the Similarity Report rests with the thesis supervisor.
6. In the event of suspected plagiarism, the diploma thesis is retracted to step 1 in the APD module based on the supervisor's decision, and the student is obliged to correct the thesis.

Chapter VI

Thesis submission

§9

Deadlines for entering diploma theses into the APD module are set out in the Rector's order on the organization of a given academic year.

§10

1. Procedure for entering diploma theses into the APD module:
 - a. The student enters information on the language of the thesis, abstract and key words;
 - b. The student uploads the final version of the diploma thesis, approved by the supervisor, in PDF format (the file should be named according to the instructions provided on the APD main page) together with appendices and chooses the relevant option regarding the possibility of making the thesis available on the Internet;
2. Having successfully passed the procedure specified in Chapter V and obtaining a positive opinion from the supervisor and reviewer, the electronic version of the thesis is forwarded to the next stage in APD.
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.

§11

1. The dean's Office employee checks the compliance of the title of the diploma thesis with the title approved in the procedure specified in §4 section 3.
2. In the event of inconsistency, the dean's office withdraws the thesis from the APD system and informs the diploma thesis author and supervisor about the need to make corrections.
3. In the case referred to in section 2 of this paragraph, the procedure for changing the title of the diploma thesis according to §4 section 6 applies.

Chapter VII

Thesis reviews

§12

1. Diploma thesis is evaluated by the supervisor and reviewer in the APD module.
2. The supervisor and reviewer are obliged to review the thesis within 10 calendar days from the date of receiving notification from the system that the thesis has been transferred to the next stage. The review template is attached as Appendix No. 3.
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 appoints a second reviewer.
5. Negative evaluation by the second reviewer means that the student is not admitted to the diploma examination. In such a case, the grade for the diploma seminar in the last semester of studies is cancelled, and the student is obliged to repeat the semester.

Chapter VIII

Diploma examination

§13

Conditions for admitting students to the diploma examination, examination procedure, composition of the committee, as well as the scale and method of determining the diploma thesis grade as well as the final result of studies are specified in the Terms and Conditions of Study.

§14

1. Upon completion of the diploma thesis documentation and verification of all requirements set out in a particular study programme, the date of the student's diploma examination is agreed with the supervisor.
2. In order to be admitted to the diploma examination students must meet the following conditions: complete the study programme, submit a bachelor's/engineer's or master's thesis (if required by the study programme) to the APD module, obtain positive opinions/reviews of the diploma thesis and settle financial obligations to the University (clearance slip).

3. In the case of removal from the list of students, in accordance with the procedure specified in the Terms and Conditions of Study, students may resume studies at the University (relevant application should be submitted by, respectively, September 30/March 30) and take the diploma examination on condition that they:
 - a) repeat the Diploma Seminar;
 - b) complete curricular differences;
 - c) pay the registration fee and the specified amount for continuing studies in accordance with separate internal regulations on payment for studies.
4. Decision to initiate the relevant procedure in relation to the student rests with the dean.
5. Students who submitted their diploma theses but failed or did not take the diploma examination and after exhausting all steps in the procedure specified in § 55 points 5 and 6 of the Terms and Conditions of Study were deleted from the list of students, but later resumed studies on the terms set out by the dean, are 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, students who have successfully completed all courses in the study programme except for the diploma seminar, upon the dean's consent, may repeat the semester in the scope of the diploma seminar, no more than 2 times. Extension of the diploma thesis submission deadline is subject to the fee pursuant to separate internal regulations on payment for studies

§15

Students are obliged to confirm the date of the diploma thesis defence.

§16

1. Diploma examinations take place on the premises of the University or via distance learning techniques (pursuant to a separate Rector's order).
2. Diploma examination is an oral exam. It begins with verification of the student's identity and consists of two parts:
 - a) during the first part of the diploma examination, the student provides a synthetic presentation of the diploma thesis, including in particular: the goal, the hypothesis, the scope of the thesis, the methods and approaches used as well as the conclusions and recommendations. In the case of a project-based thesis, the student additionally presents project assumptions, as well as conditions and the schedule for project implementation.

- b) during the second part of the diploma examination, the student answers three questions: one related the field of study, one related to the speciality/specialization and one related to the issues covered in the diploma thesis, if such a thesis is required by study programme. The student draws questions from the set of examination questions (in the case of examination conducted via remote techniques, the drawing of questions is done using a “number generator”). The question related to the diploma thesis is asked by the reviewer of the diploma thesis.
3. Detailed sets of questions for diploma exams (in the scope of 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 diploma examinations.
 4. Students are notified of the final grade after the diploma examination, on the day of the examination.
 5. The course of the diploma examination is recorded in a protocol in the APD system.

§17

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 working days from the date of graduation, the University issues a graduate with a diploma of graduation with a diploma supplement and 2 copies thereof. At the student’s request submitted by the date of graduation, the University issues also 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 cannot collect the document(s) in person for valid reasons, 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. 4 to these Terms and Conditions.
5. It is possible to deliver the diploma by mail at the expense of the graduate upon appropriate authorization granted by the graduate staying outside of Poland.

6. Graduates 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”). The University bears no responsibility for the loss or damage of documents sent by courier mail.

Chapter IX

Theses archiving

§18

1. Diploma theses are archived in the APD module in an electronic version. Students' personal files are deposited in the University archive.
2. Archived diploma theses may be made available on the Internet upon their author's consent expresses in the APD module.

Chapter X

Final provisions

§19

These Terms and Conditions enter into force on October 1, 2024. At the same time, the Terms and Conditions for Awarding Diplomas introduced by Order No. 2/12/2022 of the Rector of Vistula School of Hospitality on the Terms and Conditions for Awarding Diplomas at Vistula School of Hospitality of December 1, 2022, and Order No. 5/05/2023 of the Rector of Vistula School of Hospitality on amending the Terms and Conditions for Awarding Diplomas at Vistula School of Hospitality of May 29, 2023, are hereby repealed.

Appendix No. 1
Thesis Title/Subject Submission Form

Warsaw, on.....

THESIS TITLE/SUBJECT SUBMISSION FORM

- individual work
- group work

- title submission (first)
- engineer's
- bachelor's
- master's

- title submission (second) – data update (in case of title change)

Student's name: Click or tap here to enter text.

Student ID Number: Click or tap here to enter text.

Faculty: Click or tap here to enter text.

Field of study: Click or tap here to enter text.

Speciality: Click or tap here to enter text.

Thesis supervisor: Click or tap here to enter text.

Names and surnames of co-authors (group work): Click or tap here to enter text.

Additional information (artistic thesis) Click or tap here to enter text.

Title/subject of the thesis in its language (in BLOCK LETTERS): Click or tap here to enter text.

Title/subject of the diploma thesis defended on first-cycle studies is to be filled in only by students of second-cycle studies (in BLOCK LETTERS): Click or tap here to enter text.

The student is obliged to submit this form to USOS by:

- November 30 (for students starting the seminar in the winter semester)
- April 30 (for students starting the seminar in the summer semester)

University Name - select from the list

Faculty - select from the list

Program of study - select from the list

Fill in your name and surname

Student number Fill in

FILL IN THE TITLE OF YOUR THESIS

The bachelor's thesis
written under the supervision of
supervisor's academic degree/title and full name

Warsaw, Select from the list

EVALUATION OF THE DIPLOMA THESIS

Author:

Student ID number:

Thesis title:

Thesis supervisor:

Place of writing the thesis:

Field of study:

Keywords:

Grade:

1. Is the content of the diploma 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 diploma thesis present a novel approach to its subject, and if so, to what extent? (if applicable):
5. Selection and use of sources:
6. Evaluation of the formal aspect of the thesis (language correctness, academic writing skill mastery level, table of contents, references):
7. Engineering or artistic competences (if applicable):
8. Application of the thesis (publication, making available to institutions, source material):
9. Grade:

.....
(place and date)

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

Appendix No. 4

Authorization to collect the diploma thesis with supplements and copies

Warsaw, on.....

.....
(student's/graduate's name and surname)

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

.....
(address)

.....
(e-mail address)

.....
(phone number)

Authorization to collect the diploma thesis with supplements and copies*

I hereby authorize Mr./Ms. **

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

.....
to collect on my behalf my graduation diploma with supplements and copies issued by the University

.....
Name, surname and signature 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