Warsaw, 01.10.2026

INFORMATION ON THE DIPLOMA SEMINAR IN THE ACADEMIC YEAR OF 2026/2027

1. Submission of the Thesis Title application form to USOS (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 electronic system USOS 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 must submit a **new Thesis Title application form**.
4. Students write the Diploma thesis, **under the supervision of the diploma thesis Supervisor**.
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". Guides for individual program of study are available on the PLATON platform.
7. The duties of the **Supervisors** include enforcing the fulfillment of above-mentioned editorial standards 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://vistulahospitality.edu.pl/en/student/student-affairs/diploma-process/ .

   Important! Diploma theses with an incorrectly edited title page will not be accepted by the Dean's office for defense, students must correct the title page.

9. 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.
10. 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;**
11. 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.
12. **Submission of the thesis for anti-plagiarism verification** is **done by the Supervisor** after the student enters the thesis approved by the Supervisor into the APD system.
13. After acceptance of the anti-plagiarism verification result, the Supervisor submits the thesis for review in the APD system.
14. Below are the deadlines for submitting 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 on www.apd.vistula.edu.pl):

    FOR STUDENTS COMPLETING THEIR STUDIES IN THE WINTER SEMESTER OF THE 2026/2027 ACADEMIC YEAR:

    Full-time studies

    05.02.2027 – 10.02.2027

    FOR STUDENTS COMPLETING THEIR STUDIES IN THE SUMMER SEMESTER OF THE 2026/2027 ACADEMIC YEAR:

01.06.2027 – 10.06.2027

15. 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.
16. **Supervisors** enter into USOS the grade from the **Diploma Seminar II**, **after** students have sent the Diploma thesis for review in the APD system.
17. Rior 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**.
18. Students are advised to check **in advance** in the USOS system the **status of their credits**, and identify any **missing documents**.
19. Student's **failure** to meet the deadline 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).
20. **In exceptional 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 sent by the Supervisor).
21. 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 approves the electronic version of the thesis (5 step in APD) and Dean's Office starts the procedure of preparing the student for the defense. The Dean's Office generates an **electronic clearance slip**, and once it is filled in and closed the date of the diploma defense is set. For the clearance slip to be closed, the student must:

    A) get clearance from the library (return all books)

B) get clearance from the bursar's office (financial department) in terms of all payments

C) have all the subjects passed and grades entered into USOS

D) have all necessary documents submitted.

22. The date of the Diploma defense is entered into the USOS system no later than 4 days before the scheduled examination date. Once the date has been entered into the system, the student receives an automatic notification from noreply@vistula.edu.pl informing them that the final examination date is now available in the APD system. Students are required to check the exam date in the APD system themselves.
23. Students download two **sets of examination questions** (field related questions and specialty related questions), available on the Platon Platform (https://platon.vistula.edu.pl/Regulation-of-diploma-proces-June-July-2023). During the Diploma defense, students presents a synthetic presentation of the diploma thesis and answer three questions: one question related to the content of the Diploma thesis, asked by the reviewer, and two questions randomly drawn by the student (one from each of the question sets).
24. Students collect their diplomas in the Dean's Office when the following information appears in the USOS system: diploma to be collected from... (the date appears 30 days working from the date of **defense).**
25. All individual problems of students related to the completion of the diploma seminar are solved in the following order by:
    - Diploma thesis Supervisor,
    - Field of study coordinator at the Dean's Office
    - Faculty Dean
26. Appeals against the Dean's decision, may be addressed to:

    Davut Han Aslan, PhD, Rector`s Proxy for Student Affairs, d.aslan@vistula.edu.pl