Regulations Governing the Diploma Awarding Process at Vistula School of Hospitality adopted by Order No. 6/10/2026 of the Rector of Vistula University of 1 October 2026

Warsaw, 2026

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Chapter I
Rules for Appointing Diploma Thesis Supervisors

§1

1. Students choose a thesis supervisor conducting a diploma seminar whose subject matter is related to their chosen speciality no later than 3 months before the beginning of the semester in which they commence the seminar (provided that the study schedule allows for this). After this date, the thesis supervisor is assigned by the Dean.
2. Students may choose a thesis supervisor from among academic teachers and other persons conducting classes who meet the requirements specified in §47 of the Study Regulations and have been designated by the Dean of the Faculty in consultation with the Head of the Study Programme for the relevant field of study.
3. In justified cases, with the consent of the Dean, a diploma seminar for first-cycle studies may be conducted by an academic teacher or other person conducting classes who holds a Master's degree, provided that they have professional experience gained outside the University relevant to the subject matter of the diploma seminar.
4. Registration for diploma seminars is conducted through the University's IT system on the basis of the list of thesis supervisors held by the Dean.

Chapter II
Conduct of the Diploma Seminar

§2

1. Diploma seminars are included in the study programme for a given academic year.
2. Diploma seminars serve to verify the intended learning outcomes for a given field of study. During seminars, students demonstrate their ability to apply the knowledge and skills acquired during studies, as well as demonstrate the developed social competences.
3. 3. The learning outcomes that are subject to verification during diploma seminars and preparation of the diploma thesis (if required by the study programme) should be specified by supervisors in the diploma seminar syllabus.
4. The intended learning outcomes are achieved through the use of materials and methods selected by the thesis supervisor.
5. Diploma seminars are conducted in groups of up to 15 students.

§3

1. An academic teacher or other person conducting classes may supervise up to **30** diploma students in a given academic year.
2. In justified cases, the Dean may approve a different number of students supervised.
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, no later than the beginning of the final semester of studies, upon the student's request and with the knowledge of the supervisor, the Dean may approve a change of the thesis supervisor and the student's transfer to another seminar group.

5. If circumstances attributable to the thesis supervisor arise that may delay the submission of the diploma thesis, the Dean, upon the student's request, appoints an academic teacher or other person conducting classes to take over 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 concerned together with a justification for the 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, the Platon Platform or Microsoft Teams). The supervisor presents students with the diploma process schedule, student's work schedule, and a cooperation plan.
8. To complete the first semester of the diploma seminar, students are required to submit the title/topic of their diploma thesis, agreed upon with the thesis supervisor, in accordance with the University's applicable procedures, **prepare a diploma thesis proposal and a preliminary bibliography**, and fulfil any other requirements specified by the thesis supervisor.
9. The thesis title must be submitted by the deadline set out in Chapter III, §4 section 1 of these Regulations.
10. 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.

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Chapter III
Approval of Diploma Thesis Titles/Topics

§4

1. Students are obliged to submit the title/topic of their diploma thesis, agreed upon with the thesis supervisor, for approval in accordance with the University's applicable procedures, no later than:
   - **30 November** (for students commencing the diploma seminar in the winter semester);
   - **30 April** (for students commencing the diploma seminar in the summer semester).
2. Diploma thesis titles/topics are approved by the **thesis supervisor, the Head of the Study Programme, the Dean**. The title of the completed thesis submitted for the diploma examination must be consistent with the approved title, subject to section 5 of this paragraph.
3. The Dean approves the reviewer appointed by the Head of the Study Programme.
4. Upon approval of the thesis title and appointment of a reviewer, all relevant information is entered into USOS no later than the end of the first semester of the diploma seminar.
5. Students may change the approved thesis title/topic in consultation with the supervisor. Students are obliged to report the change without delay, in accordance with the University's applicable procedures.

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. A diploma thesis may take the form of an analytical, project-based or research.
3. The topic of a Master's thesis cannot be the identical with the topic of a diploma thesis completed during the first-cycle studies. However, with the thesis supervisor's consent, it may refer to or further develop the earlier thesis, provided that the content drawn from the Bachelor's or Engineering thesis does not exceed 30% of the Master's thesis. Such content must be appropriately identified in footnotes.
4. A diploma thesis must not consist entirely of a course assignment, semester project or any other work prepared by the student to fulfil the assessment requirements of individual courses included in the study programme. With the thesis supervisor's consent, students may incorporate content from such work prepared during their studies for other courses, provided that it does not exceed **30% of the total** length of the diploma thesis. Such content must be appropriately identified in footnotes.
5. A diploma thesis may be the result of collaborative research conducted by a group of no more than three students, provided that the Dean and the thesis supervisor approve this form of work and that each author's individual contribution is clearly identified.
6. In fields of study with a practical profile, diploma theses may be prepared in cooperation with the socio-economic environment.
7. Upon the student's written request, the Dean may approve the involvement of an external co-supervisor in the preparation of the diploma thesis. The external co-supervisor is appointed by the Dean on the basis of a one-off agreement between the University and the external institution.
8. A diploma thesis is written in the language of instruction.
9. Upon the thesis supervisor's **written** request, the Dean may grant permission for a thesis to be written in a language other than the language of instruction used for the given field of study.

§6

1. Structure of the diploma thesis:
    a) Title page (unnumbered page) – Appendix No. 1;
    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 and figures (automatically generated, with page numbering provided according to the template);
    h) Appendices (if applicable).

2. **Detailed editorial standards for preparing diploma theses are specified in the Guide to Writing a Diploma Thesis for the respective fields of study. All other matters are determined by the thesis supervisor.**

Chapter V
Procedures for the Diploma Awarding Process

§7

Anti-Plagiarism Verification Procedure

1. The anti-plagiarism verification procedure applies to all diploma theses prepared at the University, and its successful completion is one of the conditions for admitting a 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 verified thesis.
4. Final interpretation of the Similarity Report rests with the thesis supervisor.
5. The thesis supervisor and the reviewer may also use other anti-plagiarism systems.
6. The thesis supervisor and the reviewer have the right to verify whether artificial intelligence (AI) tools have been used in the preparation of the diploma thesis.
7. Detailed rules for the use of AI in preparing diploma theses are specified in the Guides to Writing a Diploma Thesis for the respective fields of study and in the University's separate internal regulations.
8. In the event of suspected plagiarism, the diploma thesis is returned to step 1 in the APD system at the thesis supervisor's request, and the student is obliged to revise the thesis.

Chapter VI
Submission of Diploma Theses

§8

The deadlines for submitting diploma theses, understood as uploading them to the APD system, are specified in the Rector's Order on the organisation of the relevant academic year.

§9

1. Procedure for uploading a diploma thesis to the APD system:
   a) The student enters information on the language of the thesis, the abstract and the keywords;
   b) The student uploads the final version of the diploma thesis approved by the thesis supervisor in PDF format (the file should be named according to the instructions provided on the APD main page), together with any appendices, and indicates whether the thesis may be made available on the Internet.
2. Once the procedures specified in Chapter V of these Regulations have been completed and the thesis has received positive assessments from both the thesis supervisor and the reviewer, its electronic version is forwarded to the next stage in the APD system.
3. The Dean's Office generates an electronic clearance slip and, after its approval, the date of the diploma examination is set.

§10

1. The Dean's Office verifies that the title of the diploma thesis matches the title approved in accordance with the procedure specified in §4.
2. In the event of any inconsistencies, the Dean's Office withdraws the thesis from the APD system and informs the student and the thesis supervisor of the need to make the necessary corrections.
3. In the case referred to in section 2 of this paragraph, the procedure for changing the diploma thesis title is carried out in accordance with §4 section 5.

Chapter VII
Diploma Thesis Reviews

§11

1. The diploma thesis is assessed by the thesis supervisor and the reviewer in the APD system.
2. The thesis supervisor and the reviewer are obliged to complete their reviews within 10 calendar days of receiving notification from the system that the thesis has been forwarded to the next stage. The review template is provided in Appendix No. 2.
3. The average grade for the diploma thesis is calculated on the basis of the grades given by the thesis supervisor and the reviewer.
4. 4. In the event of a negative assessment by the reviewer and positive assessment by the supervisor, the Dean appoints a second reviewer.
5. Negative assessment 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

§12

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

§13

1. The date of the diploma examination is agreed with the thesis supervisor once all documentation relating to the diploma thesis has been completed and the student's fulfilment of the requirements specified in the applicable study programme has been verified.
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 system, obtain positive assessments of the thesis from the thesis supervisor and the reviewer, and fulfil all obligations towards the University (clearance slip).
3. In the case of removal from the student register in accordance with § 44 section 1, point 3 of the Study Regulations, 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:

1) repeat the diploma seminar;
2) complete the study programme differences;
3) pay the registration fee and the specified fee for continuing studies in accordance with separate internal regulations on tuition and other fees.

4. The decision to initiate the appropriate procedure in the student's case is made by the Dean.
5. Students who submitted a diploma thesis but failed or did not take the diploma examination and, after exhausting the procedure specified in §53 sections 5 and 6 of the Study Regulations, were removed from the student register and subsequently resumed their studies under the conditions specified by the Dean, are required to pay tuition fees in accordance with the University's separate internal regulations on tuition and other fees.
6. Pursuant to §49 section 5 of the Study Regulations, students who have successfully completed all courses included in the study programme except for the diploma seminar may, with the Dean's consent, repeat the semester in respect of the diploma seminar no more than 2 times. Repeating the semester in respect of the diploma seminar entails payment of a fee in accordance with the University's separate internal regulations on tuition and other fees.

§14

The student is required to confirm the date of the diploma examination.

§15

1. Diploma examinations are held on University premises or remotely using distance learning technologies (pursuant to a separate Rector's Order).
2. The diploma examination is an oral examination. It begins with verification of the student's identity and consists of two parts:
   1) 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.
   2) 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. In the case of examinations conducted remotely, examination questions are selected using a random number generator.
4. Detailed lists of questions for diploma examinations (covering the field of study and speciality/specialisation) are published immediately after they are approved by the Education Quality Board, no later than the end of the semester preceding the diploma examinations.
5. Students are notified of the final grade after the diploma examination, on the day of the examination.
6. The proceedings of the diploma examination are documented in an examination record in the APD system.

§16

1. After passing the diploma examination, graduates may obtain a certificate of completion of higher education studies. Graduates may use this certificate until they receive their diploma.
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. Subject to appropriate authorisation by a graduate staying outside Poland, the diploma may be sent by post at the graduate's expense.
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
Archiving of Diploma Theses

§17

1. Diploma theses are archived in the APD module in an electronic version. Students' personal files is stored in accordance with applicable laws and the University's internal regulations. The University's IT systems may store information on the location of the documentation to enable its unambiguous identification and efficient retrieval.
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

§18

These Regulations enter into force on 1 October 2026

Appendix No. 1 Title Page

FULL NAME OF THE UNIVERSITY

Faculty - select from the list

Program of study - select from the list

Name and Surname

ID Number: fill in

THESIS TITLE - FILL IN

The bachelor's thesis

written under the supervision of

supervisor's academic degree/title and full name

City - Select from the list, Year - select from the list

Appendix No. 2
Assessment of the Diploma Thesis

ASSESSMENT OF THE DIPLOMA THESIS

Author:
Student ID number:
Thesis title:
Thesis title in English:
Thesis supervisor:
Place of writing the thesis:
Study Programme:
Keywords:
Grade

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

2. Assessment 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, mastery of academic writing skill, table of contents, references):

7. Use of the diploma thesis (archiving, publication, making it available to institutions, submission to a competition):

8. Practical applicability and implementation potential of the diploma thesis:

9. Assessment of the diploma thesis:

10. Grade:

…….. ……

(place and date) (Reviewer's digitally approved signature)

Appendix No. 3
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