Annex to Resolution No. 19/04/2023 of the Rector of the Warsaw School of Management of 26 April 2023 *on the Regulations for Diploma at first-cycle studies, engineering studies, second-cycle studies and uniform master's studies at the Management University in Warsaw*

DIPLOMA REGULATIONS AT FIRST-CYCLE STUDIES, ENGINEERING STUDIES, SECOND-CYCLE STUDIES AND LONG-CYCLE MASTER'S DEGREE PROGRAMMES AT THE MANAGERIAL ACADEMY OF APPLIED SCIENCES IN WARSAW

§ 1

1. The legal basis for the Diploma Regulations for first-cycle studies, engineering studies, second-cycle studies and uniform master's studies at the Warsaw School of Management are:
   a) Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended);
   b) *Statute of the Managerial Academy of Applied Sciences in Warsaw,* constituting an Annex to the Ordinance of 1 October 2022 No. 1/10/2022 of the Founder – President of the Management University in Warsaw *on granting the Statute to the Management Academy of Applied Sciences in Warsaw*;
   c) Regulations of studies of the Management Academy of Applied Sciences in Warsaw.
2. Whenever the regulations refer to the University – it means the Managerial Academy of Applied Sciences in Warsaw.
3. Seminar groups – not less than 10 people (in the case of seminar groups with foreigners, a smaller number of people is allowed) no more than 15 people, unless the promoter agrees in writing to accept more people, but not more than 20 people.
4. Diploma seminars are launched after collecting student applications.

5. In the case of students resuming their studies, the thesis supervisor (bachelor's, engineer's or master's) submits for approval the topic of work no later than 30 days after the student resumes studies (Appendix No. 1).

§ 2

1. The thesis may be supervised by an academic teacher after meeting the following requirements:
   a) holds at least a doctoral degree;
   b) has been qualified to the group of research-teaching or teaching staff;
   c) is employed at the University at the basic workplace.
2. In the case of second-cycle and long-cycle programmes, it is advisable that the promoter or reviewer of diploma theses should be an academic teacher holding at least the degree of habilitated doctor.
3. In justified cases, the promoter of diploma theses may be research, didactic and didactic employees for whom the University constitutes an additional place of work, including – with the consent of the Rector – employees employed under civil law contracts.
4. The list of promoters with a description of the subject matter of the work carried out by individual promoters is provided to students by the Employees of the Center for Didactic Service, Planning and Control of Classes via the Virtual Dean's Office (WU) and is placed on the University's website in the tab Teaching Department / Announcements / Seminars two weeks before the indicated date of registration for seminars. The list of promoters for individual fields of study in a given academic year is determined by the Heads of Departments/Departments in consultation with the Deans of Faculties/Branches.
5. The student within 30 days from the date of announcement of the list of promoters selects the promoter. The choice of the supervisor is made at the end of the semester preceding the start of the diploma seminar.
6. The student reports to the Department for Didactic Service, Planning and Control of Classes the choice of the promoter of the first choice, and in the absence of vacancies, indicates the promoter of the second choice. The order of submitted online declarations is taken into account. Through the WU system, the student receives feedback to which promoter he has been enrolled.

7. After the beginning of the seminar, the student, by 30 November in relation to first-cycle, second-cycle and long-cycle studies, and in the case of engineering studies until 30 April, may apply to the Dean of the Faculty/Branch for a change of supervisor. The application form is attached as Appendix 2. In special cases, with the consent of the Dean of the Faculty/Branch, the change of the promoter may take place after the expiry of the above-mentioned deadlines.
8. The application in the case referred to above must take into account the written consents of the current and newly selected promoter, preceding the decision of the Dean of the Faculty / Branch.

§ 3

1. The aim of the diploma seminar is to prepare the student to independently write a diploma thesis and help in the selection of literature on the subject, setting research goals, problems and hypotheses, constructing a research concept, quantitative and qualitative analysis of results, developing research conclusions, and in the case of engineering work also choosing a project to be implemented.
2. The promoter supervises the substantive correctness of the work. The task of the promoter is to support the student in key moments of preparing the work.
3. The Dean of the Faculty/Branch in which the diploma seminar is conducted is responsible for ensuring the proper quality of the graduation process, especially in the field of assessing the substantive competences of the promoters.

§ 4

1. Diploma thesis (bachelor's, engineer's, master's) is the most important independent work of the student, ending the didactic cycle.
2. The diploma thesis is written work, project work, including design, execution of a computer program / system or construction and technological work.
3. Diploma theses at first-cycle (bachelor's and engineer's), second-cycle and long-cycle studies differ in the scope of the issues undertaken and the degree of advancement of research methods used by the student.
4. The diploma thesis may have the character of:

a) review – based on the analysis of the literature on the subject (mainly in first-cycle studies);
b) research – using empirical own research – in second-cycle and long-cycle studies (optionally in first-cycle studies);
c) project – when a student prepares a project to solve a specific practical problem – in first- and second-cycle studies and uniform master's studies.

5. The student in the diploma thesis demonstrates knowledge of research methods and the ability to use sources of knowledge on a given topic.
6. During the diploma thesis, the student may participate in the scientific and didactic process of the Institute, conducting research or cognitive work under the guidance of the supervisor.
7. The concept of work should coincide with the field of study and the specialty pursued as part of the field of study.
8. At the student's request, the work may be prepared in a foreign language after the graduate has obtained the consent of the Rector.
9. Particular attention should be paid to the requirements arising from copyright law and to the linguistic and stylistic correctness of the text of the work.
10. Passing the seminar is made by the promoter on the basis of an individual assessment of the progress in preparing the thesis by the diploma, taking into account the state of advancement and substantive level of work.

§ 5

1. It is assumed that at the level of first-cycle studies, the diploma thesis is an independent useful study using appropriate research methods, undertaking an analysis, assessment or solution of a selected research problem, as well as the ability to describe the studied phenomenon or process in depth.
2. It is assumed that at the level of long-cycle and second-cycle studies, the diploma thesis is an independent elaboration of a selected research problem, taking into account the methodological aspect (theoretical and empirical). The methodological part should include an introduction to the structure of research, reference to issues defined in the methodological literature, a synthetic description of methods, techniques and tools of research, characteristics of the research environment and the research sample.

3. It is assumed that at the level of engineering studies, the engineering diploma thesis should be an independent, useful development of a technical problem of an engineering nature, i.e. a design problem, e.g. concerning an IT system, production system or management system, as well as of a measuring, technological or computational nature. The task of the author of the engineering thesis is to develop and describe a solution to a technical problem. The practical result of the diploma's efforts should be, for example, a project and a launched and tested implementation of an IT system or its well-defined and important component (algorithm, library of functions, communication protocol, etc.). The diploma thesis is accompanied by a presentation with the result of your project, which constitutes the entire engineering diploma thesis.
4. The author of the engineering diploma thesis should demonstrate knowledge and ability to use engineering tools, including computer tools and techniques, technological solutions and the ability to practically implement tasks in the form of creating projects, prototypes, systems, applications, programs, devices, experiments, etc. The author should demonstrate knowledge and skills in the selection and application of current technological solutions and recognized engineering methods and tools.
5. The engineering diploma thesis should prove that the diploma has mastered knowledge and practical skills in the field of study sufficient to confer the professional title of "engineer", taking into account in particular the following effects:
    a) knowledge of basic methods, techniques, tools, apparatus and equipment used in solving engineering tasks in the field of a given direction;
    b) ability to apply technical standards and norms;
    c) knowledge of the application of the principles of copyright law, patent law and compliance with the Act on the Protection of Personal Data;
    d) ability to plan, implement a project project in accordance with the developed schedule, choosing various notations understandable to all participants in the project, including people from outside the industry;
    e) the ability to estimate and control the costs of the project;
    f) the ability to develop documentation regarding the implementation of an engineering task and to prepare a text containing a discussion of the results of this task, also in English.
6. It is recommended that engineering diploma theses should be created in cooperation with external stakeholders and take into account their needs. Engineering work differs from

bachelor's and master's thesis in a more extensive practical part and the connection between research results and practice.

7. The structure of the work should include the following elements:
   a) title page (Appendix 3);
   b) statements of the promoter and author of the work (Appendix 4);
   c) table of contents with page numbering;
   d) admission:
      - bachelor's degree (justification for the choice of topic, purpose of the work, purpose of research and structure of the work);
      - engineering works (justification for the choice of topic, purpose of the work, research assumptions and work structure);
      - master's degree (justification for the choice of topic, purpose of the thesis, thesis of the work, research assumptions and research methods and the structure of the work);
      - a detailed description of the methodology is given in a separate chapter;
   e) The substantive presentation of the research issues should include the analysis of the theory. This analysis must include references to the literature on the subject (monographs, journals, standards, bulletins, yearbooks, legal acts, etc.). It is allowed to use websites containing content related to the subject of work;
   f) Completion – should contain a clear definition of the degree of achievement of the objectives of the work, a reference to verified research hypotheses and conclusions from the research carried out or conceptual and design work. It should refer to the entire content of the work both in its theoretical and research area;
   g) bibliography – a list of sources cited in the work. The list of literature should be numbered and ordered alphabetically and by category – monographs, scientific articles; sources of law, documents; netography; Other;
   h) list of tables, charts, diagrams, figures, etc. (if any);
   i) List of attachments (if any).
8. The work must not bear the features of plagiarism. It is unacceptable to quote too long and use one source excessively.

§ 6

1. The diploma thesis (bachelor's, engineer's, master's) before submission to the Department for Didactic Service, Planning and Control of Classes is subject to verification in the Uniform Anti-plagiarism System (JSA).
2. The electronic version of the diploma thesis is submitted by the student to the promoter in order to verify it in the Uniform Anti-plagiarism System and accept. After obtaining a positive result in JSA, the promoter accepts the report and submits a signed paper version of the report to the Department for Didactic Service, Planning and Control of Classes.
3. The diploma thesis, positively verified in JSA and accepted by the supervisor, the student submits to the Department for Didactic Service, Planning and Control of Classes in an electronic version on a CD-ROM – in a separate packaging signed with the name and surname, album number and title of the work (these data should be placed directly on the disc itself). The content of the work on the disc must be saved in PDF format. The student attaches to the plate a statement on the independent preparation of the diploma thesis.
4. In the event of a negative result in the JSA of the diploma thesis, the student is obliged to make corrections.
5. The deadline for submitting the diploma thesis is set by the student with the promoter. This date may not be later than by the end of the last semester of studies, which is a condition for passing the diploma seminar in the last semester of studies.
6. The assessment of the diploma thesis is carried out independently by the promoter and reviewer.
7. The reviewer of the diploma thesis is appointed by the Dean of the Faculty/Branch.
8. Reviews of works are prepared according to the model set out in Annexes 5, 6, 7.
9. Thesis grades are attached to the student's personal file.
10. The student has the right, five days before the diploma exam (bachelor, engineering or master's exam) to get acquainted with the assessment of the diploma thesis.
11. In the case of one negative assessment of the diploma thesis, admission to the diploma exam is decided – five days before the diploma exam – by the Dean of the Faculty, who may consult a second reviewer.
12. The Department of Didactic Service, Planning and Control of Classes in consultation with the Dean of the Faculty informs the student about the date of the diploma exam 7 days before the scheduled date of the diploma exam.

§ 7

1. The following volume of the diploma thesis applies:
   a) bachelor's and engineer's thesis – from 50 pages;
   b) Master's thesis – from 65 pages.
2. The number of pages listed in paragraph 1(a)(b) shall not include bibliographies, annexes, annexes, annexes, a list of tables, a list of charts, a list of abbreviations, etc.
3. Work in A4 format (two-sided printing) should be written in a text editor in Times New Roman font.
4. Page settings:
   a) upper and lower margin – 2.5 cm;
   b) margins (mirror), left (internal) – 3.5 cm;
   c) other margins – 2,5 cm;
   d) Line spacing – 1.5 lines.
5. Font size:
   a) chapter titles – 14;
   b) subsection titles – 12;
   c) main text – 12;
   d) footnotes, sources – 10;
   e) Tables, charts, illustrations – 12.
6. At work, page numbering is used at the bottom in the middle. Page numbering should start with the title page, but the visible numbering begins with the introduction.
7. The main text is justified.
8. The main chapters of the work are numbered with Roman or Arabic numerals. The subsections are numbered with Arabic numerals.
9. The rules for the use of footnotes are laid down in separate regulations.
10. Introduction, chapters, ending should be placed on odd pages, without a blank preceding page.

§ 8

1. The condition for admission to the diploma examination is:
   a) obtaining the number of ECTS credits resulting from the study programme and meeting the other program requirements;
   b) obtaining at least a satisfactory grade from the diploma thesis, issued by the head of the work and the reviewer;

c) submission of documents to the Department for Didactic Service, Planning and Control of Classes no less than 14 days before the planned diploma exam (the type of required documents is specified in the relevant regulations);
d) submission to the Department for Didactic Service, Planning and Control of Classes of one copy of the diploma thesis in electronic version and one copy of paper version in paperback;
e) settlement of all liabilities towards the University;
f) submitting a statement according to the model in force at the University that the diploma thesis

was made independently, and the electronic version of the diploma thesis is identical to the one entered and verified in the Uniform Anti-plagiarism System.

2. The diploma exam takes place before a committee appointed by the Dean of the Faculty/Branch, chaired by the Dean of the Faculty/Branch or an academic teacher employed at the University authorized by him. The committee also includes a promoter and a reviewer of the work. In the case of a long-term or permanent absence of the thesis supervisor or reviewer, the Dean of the Faculty may appoint another specialist in the discipline related to the subject of the diploma thesis to the committee.
3. The diploma exam should take place no later than within two months of submitting the diploma thesis to the Department for Didactic Service, Planning and Control of Classes.
4. In the case of submitting the diploma thesis to the Department for Didactic Service, Planning and Control of Classes immediately before the summer break or during its duration, the Dean of the Faculty may, in cases justified by the organization of work, agree to extend the deadline specified in paragraph 3 by a maximum of the duration of the summer break.
5. The diploma exam is a test of the student's ability to use research or design methods in the field of discipline related to the subject of the diploma thesis and knowledge in the field of studies.
6. The diploma examination is oral. A remote form is allowed.
7. The diploma exam in a remote form may be conducted at the request of a student or a member of the Examination Board. The condition for taking the exam in a remote form is to submit an appropriate application to the Dean of the relevant Faculty / Branch.
8. The diploma exam can be done entirely in a remote form or a mixed form (a member of the committee, the chairman or a student can participate in the defense in a remote form).

9. The remote exam is regulated by a separate Rector's Ordinance on examinations, credits using distance learning methods and techniques.
10. A protocol is drawn up from the course of the diploma examination, which is signed by the chairman and members of the commission.
11. The result of the diploma examination is decided by the committee by a majority of votes.
12. In the event of discrepancies in the assessment, the result of the diploma examination is decided by the chairperson.
13. Issues not covered by these Regulations are specified in separate regulations.

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Attachments

1. Templates of lists of topics of diploma theses.
2. Model application for change of promoter.
3. Template of the title page of the diploma thesis for all fields of study
4. Model statement of the student and the promoter
5. Template of the review of the bachelor's thesis.
6. Pattern of review of engineering work.
7. Master's thesis review template.