

Annex to the Rules and Regulations of Studying in First and Second Cycle
Programmes at SGH Warsaw School of Economics.
(Annex to Annex to Senate Resolution No. 476 of 29 May 2019)

**Content and formal requirements for diploma theses
and the way of submitting and evaluating them**

§ 1

General provisions

1. A diploma thesis shall be respectively - a Bachelor's thesis in first cycle programmes and a Master's thesis in second cycle programmes.
2. At the request of the interested students, supported and justified by the supervisor, the Dean of the relevant programme may agree for two or three students to prepare a thesis as a team.
3. A team diploma thesis should contain a clearly singled out parts - chapters, authorised by particular authors (and marked in the list of contents and the preface to the thesis).
4. Each of the singled out parts of a team diploma thesis shall be subject to individual assessment by the supervisor and individual review.
5. At a student's request supported and justified by the supervisor, the Dean of the relevant programme may agree for the student to prepare a thesis commissioned by an external institution.
6. In justified cases the programme Dean may agree to waive certain requirements pertaining to diploma theses as long as it does not impair their content standards.

§ 2

The subject matter of the diploma thesis

1. A diploma thesis should prove a student's ability to apply the knowledge acquired during the study process, compliant with the learning outcomes in a given major, level and profile of study as well as demonstrate the use of literature in the field. It should also confirm the ability of creating a coherent and logical text written in accurate Polish, using terminology specific to the discipline of science or practice.

2. The Bachelor' thesis should present student's knowledge and skills in the discipline defined by the major which are useful for solving particular theoretical and practical problems or which constitute a synthetic presentation of knowledge.
3. The Master's thesis should demonstrate student's knowledge in a given discipline of science and practice related to the major, including a critical analysis of the theory and principles of its application as well prove that a student possesses the necessary skills to solve advanced problems in the field of theory and practice as well as is able to create a problem-analysis text.
4. A diploma thesis may be in particular a written work, a published article or a project work.

§ 3

The language of the diploma thesis

1. The diploma thesis shall be written in the language of instruction of a given major, pursuant to the study curriculum.
2. At a student's request supported by the supervisor, the programme Dean may agree for a student to prepare the thesis in a language different than the main/leading language of instruction in the major.

§ 4

Edition requirements

1. A diploma thesis shall be prepared in the number of copies corresponding to the number of authors, in the form of a double-sided print-out, held by a soft cover with a translucent front cover and a spine firmly holding the pages of the thesis.
2. The first page of the diploma thesis shall be the title page, prepared pursuant to the template determined by the Rector. The last page shall be the statement of the author of the diploma thesis/authors of the team diploma thesis signed and marked with the date, pursuant to the template determined by the Rector.
3. In a team diploma thesis, on the back of the title page, a detailed list of authors should be provided (name and surname of each author specifying the numbers of the chapters he/she prepared).
4. The framework structure of the diploma thesis:
 - 1) title page (first page);
 - 2) for team theses a list of authors with numbers of chapters they prepared (second page - back of the title page) - otherwise this page should be left blank;

- 3) list of contents;
 - 4) preface/introduction, including: the motivation for choosing the topic, general presentation of the thesis subject matter, its goals, content structure, the applied analytical/research method and description of the literature in the field;
 - 5) chapters devoted to solving the problem addressed;
 - 6) conclusions;
 - 7) list of the literature used;
 - 8) list of tables and graphics;
 - 9) possible annexes;
 - 10) thesis synopsis (about 900 characters);
 - 11) author's/authors' statement on independent preparation of the thesis pursuant to the applicable law and the template determined by the Rector.
5. Requirements for footnotes and literature, to choose from:
- 1) The Harvard system, i.e. footnotes inside the text e.g. (Kowalski 2006, p. 3152), or in the list of literature e.g. 1. Mitra, A., 1998. Fundamentals of Quality Control and Improvement, New Jersey, Prentice Hall; or footnotes used only for explanations; or
 - 2) a system recommended by SGH Publishing House i.e. footnotes at the bottom of the page with continuous numbering e.g. ¹A. Mitra, Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998, p. 28, in the list of literature e.g. 1. Mitra A., Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998.
6. Requirements for the text of the diploma thesis:
- 1) A4 format, double-sided print;
 - 2) margins: top - 2.5 cm, bottom - 2.5 cm, side - mirror image: inside - 3.0 cm, outside - 2.0 cm;
 - 3) text adjustment to both side margins;
 - 4) Times New Roman font;
 - 5) text font size 12 points;
 - 6) source footnote font size 10 points;
 - 7) spaces between lines 1.5 line;
 - 8) continuous page numbering throughout the work.

§ 5

Acceptance of the diploma thesis and its assessment

1. The diploma thesis and the form of the Assessment of the Diploma Thesis/Thesis Chapters shall be accepted by the supervisor who shall award a grade and sign the Assessment of the Diploma Thesis/Thesis Chapters, pursuant to the template determined by the Rector.
2. The accepted thesis shall be signed by the supervisor on the first page and shall have a note put by the supervisor stating "I accept as a Bachelor's thesis" or "I accept as a Master's thesis".
3. The thesis shall be also assessed by the reviewer in a review of the thesis.

§ 6

Diploma thesis supervisor and subject matter consultant

1. The thesis supervisor shall only be an academic teacher holding a scientific degree and employed at SGH.
2. The scope of supervisor's scientific and teaching interests should be in line with the major studied by the student and should relate to the topic of the thesis.
3. In the cases justified by an interdisciplinary or application nature of the thesis the programme Dean may, in cooperation with the supervisor, appoint a scientific or practical consultant to ensure a complementary supervision over the thesis preparation.
4. The supervisor shall oversee the independence of the thesis preparation.
Should there occur a suspicion that the diploma thesis or its excerpts have not been prepared independently, the supervisor shall immediately pass such information to the relevant Dean and refuse to accept the thesis.
5. Provisions pertaining to the supervisor shall be applied accordingly to the person stipulated in § 38.2 of the Rules and Regulations.

§ 7

Review of the diploma thesis

1. The diploma thesis shall undergo a review based on the criteria below:
 - 1) relating to the subject matter:
 - a) selection of the topic and adequacy of the content,
 - b) thesis structure,

- c) the way of solving of the problem addressed,
 - d) ability to use the knowledge relating to the learning outcomes in the scope of the diploma thesis,
 - e) command of the skills included in the learning outcomes for a given major,
 - f) using the literature in the field, 2) relating to the formal aspects:
 - a) ability to create a coherent and logical text,
 - b) linguistic accuracy,
 - c) edition of the thesis.
2. The reviewer of the diploma thesis should be an academic teacher holding a scientific degree and having a scope of scientific and teaching interests related to the given major and the problems of the thesis.
 3. If the supervisor of the Master's thesis is a teacher holding a degree of *doktor*, the reviewer should be an academic teacher holding a degree of *doktor habilitowany*.
 4. The reviewer of the thesis shall be appointed by the Dean of the relevant programme. The information of entrusting him/her with this responsibility shall be posted to the reviewer's account in the electronic mail of SGH.
 5. The reviewer shall receive access to the electronic version of the diploma thesis in the APD system.
 6. The reviewer shall complete the review in APD, shall print and submit the review to the relevant Dean's office within 15 days of the date of passing the information of entrusting him/her with the duties stipulated in section 4. At the reviewer's request a printed copy of the diploma thesis may be collected from the relevant Dean's office. The reviewer shall return the copy of the thesis together with the review.

§ 8

Conditions for accepting the diploma thesis for assessment

The necessary condition for accepting the diploma thesis for assessment shall be submitting the following by the student to the supervisor:

- 1) one copy of the thesis/thesis chapters in a printed version, prepared pursuant to the rules stipulated in § 1-4;
- 2) a form of the Assessment of the Diploma Thesis/Thesis Chapters printed out from APD.

§ 9

Submitting a diploma thesis to the Dean's office

1. A signed by the supervisor diploma thesis along with a complete set of documents shall be submitted by the student to the relevant Dean's office.
2. The Dean's office employee shall check the accuracy and completeness of the submitted documents upon acceptance. Upon submission of the diploma thesis along with a complete set of the required documents to the relevant Dean's office the time limits stipulated in the Rules and Regulations shall start to run. Should the documents be incomplete or incorrectly filled out, the Dean's office employee shall not accept the thesis until the documents are completed or rectified. Time limits related to the defence shall not start running until the documents are completed or rectified.