

**ANNOUNCEMENT NO 1/2024  
BY THE HEAD OF THE TEACHING UNIT  
OF THE FACULTY OF ECONOMIC SCIENCES  
UNIVERSITY OF WARSAW**

of May 27, 2024

**of the publication of the consolidated text of Resolution No. 7 of the Teaching  
Council of the Faculty of Economic Sciences of April 15, 2020  
regarding detailed rules of the diploma examination process**

Announced in the annex is the consolidated text of Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences of April 15, 2020 regarding detailed rules of the diploma examination process, as amended by:

- 1) Resolution No. 13/2022 of the Teaching Council of the Faculty of Economic Sciences of November 16, 2022 on amending Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences of April 15, 2020 regarding detailed rules of the diploma examination process;
- 2) Resolution No. 9/2023 of the Teaching Council of the Faculty of Economic Sciences of May 4, 2023 on amending Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences of April 15, 2020 regarding detailed rules of the diploma examination process;
- 3) Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 on amending Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences of April 15, 2020 regarding detailed rules of the diploma examination process.

*Dominika Gadowska-dos Santos, Ph.D.*  
Head of the Teaching Unit  
Chairperson of the Teaching Council  
of the Faculty of Economic Sciences  
University of Warsaw

Annex  
to Announcement No. 1 of the Head of the Teaching Unit  
of the Faculty of Economic Sciences, University of Warsaw  
of May 27, 2024 on the publication of the consolidated text  
of Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences  
of April 15, 2020 regarding detailed rules of the diploma examination process

**RESOLUTION NO. 7  
OF THE TEACHING COUNCIL OF THE FACULTY OF ECONOMIC SCIENCES  
UNIVERSITY OF WARSAW**

of April 15, 2020

**regarding detailed rules of the diploma examination process<sup>1</sup>**

Pursuant to § 5 sec. 1 item 8 of the Rules and Regulations of Study at the University of Warsaw (Monitor UW of 2019, item 186) and Resolution No. 4 of the University Teaching and Learning Council on guidelines regarding the diploma examination process at the University of Warsaw (Monitor UW UTLC of 2020, item 4), the Teaching Council of the Faculty of Economic Sciences resolves as follows:

**§ 1**

1. Detailed rules of the diploma examination process at the Faculty of Economic Sciences, University of Warsaw are formulated.
2. The detailed rules referred to in sec. 1 are annexed to the resolution.
3. The rules apply to all fields of study at the Faculty of Economic Sciences of the University of Warsaw.

**§ 2**

The resolution comes into force on the day of its adoption.

Katarzyna Kopczewska, Assoc. Prof., Ph.D.  
Chairperson of the Teaching Council  
of the Faculty of Economic Sciences

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<sup>1</sup> Consolidated text as amended by:

1) Resolution No. 13/2022 of the Teaching Council of the Faculty of Economic Sciences of November 16, 2022 on amending Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences of April 15, 2020 regarding detailed rules of the diploma examination process;  
2) Resolution No. 9/2023 of the Teaching Council of the Faculty of Economic Sciences of May 4, 2023 on amending Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences of April 15, 2020 regarding detailed rules of the diploma examination process;  
3) Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 on amending Resolution No. 7 of the Teaching Council of the Faculty of Economic Sciences of April 15, 2020 regarding detailed rules of the diploma examination process.

**DETAILED RULES ON THE DIPLOMA EXAMINATION PROCESS  
AT THE FACULTY OF ECONOMIC SCIENCES  
UNIVERSITY OF WARSAW**

**I. General provisions**

**§ 1 General rules**

1. The purpose of the diploma examination process is to confirm the achievement of the learning outcomes of a field of study at a specific level of education.
2. The production of high-quality theses that pose important and interesting research questions and hypotheses and that make use of the current research instrumentation of economic sciences and other scientific disciplines is encouraged.
3. Theses that are socially and/or scientifically useful are supported.
4. A thesis means a *licencjat* degree thesis or a *magister* (master) degree thesis.
5. These rules supplement the provisions of the Rules and Regulations of Study at the University of Warsaw.
6. Terms used in the detailed rules shall mean:
  - a. ADT (Archive of Diploma Theses) – a system at the University of Warsaw for storing theses, reviews of diploma theses and anti-plagiarism reports
  - b. HTU – Head of the Teaching Unit, at the Faculty of Economic Sciences, University of Warsaw it is the Vice-Dean for Student Affairs
  - c. Thesis defense – diploma examination
  - d. Co-supervisor – one of the thesis supervisors.

**II. Detailed rules for the preparation and assessment of the thesis**

**§ 2 Diploma seminars**

1. The student may choose a diploma seminar from a list of seminars available in the field. The list of diploma seminars dedicated to the field and level of education is defined by the HTU.
2. The HTU informs students before the registration deadline for diploma seminars of the available seminar offer.
3. Registration for the seminar is possible as long as places are available.
4. The student may change the diploma seminar. The change is possible from the next semester. In special situations, the HTU may agree to the student's changing the seminar during the semester.
5. A student resuming studies in order to complete the thesis chooses a diploma seminar from the pool of seminars available at the time of resumption. Collaboration with the previous supervisor requires the consent of that supervisor.
6. <sup>2</sup>A student leaving on an Erasmus+ or equivalent scholarship may suspend participation in the diploma seminar. Suspension consists in de-registering from the diploma seminar for the period of the scholarship and re-registering upon return. The student notifies the Student's Office if they wish to return to the diploma seminar, before registration for the

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<sup>2</sup> As amended by § 1 of Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 referred to in footnote 1.

diploma seminars starts. The student may change the diploma seminar upon their return. The HTU may register a student returning from a scholarship for the previously attended seminar as long as the limit of the maximum number of seminarians writing a thesis under the supervision of a given thesis supervisor specified by the Dean of the Faculty of Economic Sciences is not exceeded.

7. The academic teacher who conducts the seminar is also the thesis supervisor. In the case of two (and more) seminar teachers, one or more will act as the thesis supervisor.
8. The task of the supervisor is to develop the concept of the thesis together with the student and to supervise its correct and timely completion.

### **§ 3 Diploma thesis**

1. Thesis subject:
  - a. is agreed upon between the supervisor and the student,
  - b. should be in line with the field of study,
  - c. can provide interdisciplinary links with other scientific disciplines.
2. Thesis title:
  - a. must inform about the subject and scope of the thesis,
  - b. requires the approval of the thesis supervisor.
3. *Licencjat* degree theses and *magister* (master) degree theses can be in traditional form or in the form of a scientific article.
4. <sup>3</sup>*Licencjat* degree theses:
  - a. must have a clearly defined research objective and should include a research question or hypothesis,
  - b. must make use of current national or international scientific literature,
  - c. must demonstrate the degree candidate's preparation for research,
  - d. must use research instrumentation presented during the studies or wider,
  - e. may take the form of an in-depth paper (descriptive in nature) based on the literature or be a presentation of author's own research; if the paper is based on the literature, the author is expected to be independent in the construction and interpretation of the material presented,
  - f. in the case of a traditional thesis, it should be up to approximately 50 standard typewritten pages (100,000 characters including spaces).
5. <sup>4</sup>*Magister* (master) degree theses:
  - a. must have a clearly defined research objective and include (as appropriate to the method chosen) a research hypothesis or research question,
  - b. must make use of current foreign scientific literature, with regard to theory, method and empirical results,
  - c. must demonstrate the ability of the degree candidate's to conduct scientific research independently,
  - d. must use research instrumentation presented during the studies or wider,
  - e. must be a presentation of the graduate's own research,

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<sup>3</sup> As amended by § 1 of Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024, referred to in footnote 1.

<sup>4</sup> As amended by § 1 of Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 referred to in footnote 1.

- f. in the case of a traditional thesis, it should be up to approximately 80 standard typewritten pages (160,000 characters including spaces).
6. All diploma theses must meet the formal requirements set out in annex B and comply with the layout set out in annex D.
7. The thesis (*licencjat* and *magister*) may be written in the form of a scientific article according to the following rules:
  - a. The text of the article is structured in a way that is typical of scientific articles in this field (approximately 10-12,000 words)
  - b. The scientific article must be accompanied by a thesis supplement, which may present more extensively the literature review, the research method used and the results obtained. It functions as a guide for the thesis reviewer and provides evidence that the student has analyzed these elements of the thesis.
  - c. There is no requirement for the article and the thesis supplement to be linguistically compatible.
  - d. There is no requirement to publish an article before the thesis defense.
  - e. The supervisor may be a co-author of the article (in a proportion of no more than 40%), while the thesis supplement must be written by the student independently.
  - f. The fact that the thesis is written in the form of a scientific article should be noted in the review of the diploma thesis.
8. The diploma thesis defended in the field of study taught in Polish may be written in Polish or English. The diploma thesis defended in the field of study taught in English shall be written in English.
9. The thesis may be written by two students. All Authors shall make statements in the thesis of their substantive and percentage contribution to each chapter of the thesis. The contribution of each student is equal – it is 50% each for the thesis in the traditional form, and no less than 40% each for the article (taking into account the supervisor's maximum 20% contribution to the scientific article). The supervisor must demonstrate in the review (in the comments section) that the co-authorship of two students is justified.
10. The diploma thesis may use excerpts from term papers from other courses in the study process, but they must be extended under the supervisor's supervision. The student must include an appropriate statement in the thesis about the use of excerpts from a term paper and the contribution to their creation (a statement as for a thesis written by two students).

#### **§ 4 Assessment of the diploma thesis**

1. <sup>5</sup>(deleted)
2. <sup>6</sup>(deleted)
3. Diploma theses are assessed by the thesis supervisor and reviewer(s) based on the scores from the review form specified for *licencjat* and *magister* (master) degree theses in annex A. The questions on the review form relate to the thesis requirements. The scores on the form are for guidance.
4. Theses are assessed according to the following rules, with half grades allowed:
  - a. Outstanding thesis (grade 5!) – a thesis that goes significantly beyond the curriculum, makes a significant contribution to science, and is suitable for publication in recognized international journals

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<sup>5</sup> Deleted pursuant to § 1 of Resolution No. 13/2022 of the Teaching Council of the Faculty of Economic Sciences of November 16, 2022 referred to in footnote 1.

<sup>6</sup> Deleted pursuant to § 1 of Resolution No. 13/2022 of the Teaching Council of the Faculty of Economic Sciences of November 16, 2022 referred to in footnote 1.

- b. Very good thesis (grade 5) - a thesis that makes significant use of the content specified in the curriculum, fully meeting the requirements for the thesis
  - c. Good thesis (grade 4) – a thesis that makes moderate use of the content set out in the study curriculum, for the most part meeting the requirements for the thesis
  - d. Satisfactory thesis (grade 3) – a thesis that makes sufficient use of the content specified in the study curriculum and partially fulfils the requirements for the diploma thesis
  - e. Unsatisfactory thesis (grade 2) – a thesis that makes insufficient use of the content specified in the study curriculum, hardly fulfils the requirements for the thesis, and contains significant factual errors that lead to incorrect conclusions.
5. <sup>7</sup>An unsatisfactory thesis may be returned for corrections (the reviewer makes a note to that effect in the "comments" section of the review). The period for revisions is a maximum of 3 months, the revised thesis having to be submitted to the HTU no later than the last defense session falling in accordance with the academic calendar before the planned graduation date, subject to § 47, sec. 2 of the Rules and Regulations of Study at the University of Warsaw. In the event of a decision not to correct the thesis, the student and/or supervisor shall inform the HTU in writing.
  6. In the case of positive assessments with a discrepancy of min. 1.5 marks, the supervisor may request that the HTU appoints a second reviewer.
  7. Each thesis is checked in the JSA anti-plagiarism software. The supervisor refers the thesis to the JSA anti-plagiarism software available in the ADT for checking. In a situation where the report from the anti-plagiarism system shows high similarity to other content, the supervisor shall withdraw the thesis and require the student to correct it. A thesis found to be in breach of copyright may not be used as a basis for obtaining the right to take the diploma examination. A student may obtain the right to take the diploma examination after submitting a new diploma thesis in the next study cycle.
  8. The reviewer of a thesis written by two students, in addition to assessing the merits of the thesis, also assesses the contribution of each student and the added value of writing the thesis together.
  9. Review forms (templates) are entered into the Archive of Diploma Theses (ADT).
  10. The grade for the thesis is the arithmetic mean of the grades from the thesis supervisor and reviewer (or both reviewers, in accordance with the proviso in § 4 item 5).
  11. Thesis reviews are entered into the ADT by the supervisor and the reviewer. The introducer approves the review at least three days before the date of the diploma examination.
  12. In the case of late delivery or non-delivery of a thesis review, the diploma examination shall be postponed to the earliest possible date and the HTU shall have the right to penalize the reviewer by deducting hours from their salary at the rate of 2 hours for each late or non-delivered review. An employee who has failed to complete a review on time shall submit a written explanation to the HTU as soon as possible after the scheduled delivery date of the review as to why the review was late or not completed. Late reviews or lack thereof may be grounds for a negative assessment of the employee by the HTU and/or the Teaching Council.

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<sup>7</sup> As amended by § 1 of Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 referred to in footnote 1.

13. <sup>8</sup>Diploma theses can be sent to various competitions in accordance with the rules of those competitions. In particular, *licencjat* theses can be entered for the W. Baka Competition while magister (master) theses can be entered in the A. Semkow competition, organized by the Faculty of Economic Sciences of the University of Warsaw.

### **§ 5 Submission of diploma theses**

1. The thesis shall include a statement (with a handwritten or digital signature, as specified in annex D) of the:
  - a. supervisor(s) confirming supervision of the preparation of the *licencjat*/magister (master) degree thesis and its fulfilment of the conditions for presentation in the procedure of awarding the professional degree. In the case of a thesis in the form of a scientific article, the supervisor(s) shall specify their percentage contribution to the scientific article forming part of the thesis and confirm that the thesis supplement was written independently by the degree candidate(s).
  - b. author (or authors) confirming that the submitted diploma thesis was written by the degree candidate independently, does not contain any content obtained in a manner incompatible with the applicable regulations, was not previously the subject of procedures related to obtaining a professional degree at a higher education institution, and that it is identical to the attached electronic version. In the case of a thesis in the form of a scientific article, the degree candidate shall submit a statement of the percentage contribution to the scientific article and the independent preparation of the thesis supplement.
2. The student uploads the thesis into the ADT system by the deadline for thesis submission. The thesis is accepted by the thesis supervisor in the ADT immediately after it has been uploaded by the student and after the supervisor has read the anti-plagiarism report. If the thesis is not accepted in the ADT by the thesis supervisor, it is withheld for review.
3. A detailed description of the procedure for submission of diploma thesis is provided in annex D.

## **III. Detailed rules of the diploma examination**

### **§ 6 Rules of establishing commissions and conducting the thesis defense**

1. For each defense, the HTU appoints an examination commission corresponding to the level of education. The HTU shall endeavor to ensure that only diploma examinations for one level of education are conducted on a single day by the chairperson and a member of the commission.
2. Technical support for the defense is provided by the Student's Office.
3. The commission consists of a chairperson, member, supervisor and reviewer. The commission may include a secretary. Each person has only one function.
4. As a general rule, defenses take place on-site. In special cases, they may be conducted remotely, using a video conferencing communication platform.
5. In the case of on-site defenses, in exceptional situations, the supervisor or the reviewer may participate in the defense by video conference or via a hands-free telephone call, and the student by video conference. For remote defenses, all members and the student are present on the communication platform and can be seen and heard.
6. The task of the chairperson, member, reviewer and supervisor is to formulate a total of three questions.

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<sup>8</sup> As amended by § 1 of Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 referred to in footnote 1.

7. The chairperson shall designate the person responsible for preparing the exact minutes of the defense.
8. The chairperson of the commission is employed as a professor or holds a doktor habilitowany (habilitated doctor) degree. The supervisor (or one of the supervisors) and the reviewer shall be academic teachers, with at least a doctoral degree. The secretary should possess at least a magister (master) degree.
9. The examination is oral. The defense lasts a total of approximately 30 minutes. The student, after reading the questions, is given 5-6 minutes to prepare a draft answer.
- 10.<sup>9</sup>The chairperson of the commission, the member, supervisor and reviewer evaluate all three answers, determine the grade for each question and the final result of the examination, with the following rules:
  - 1) The examination ends with a pass grade provided that each of the questions has been graded at least satisfactory.
  - 2) The final examination score is calculated on the basis of the arithmetic mean of the grades for the individual questions according to the rule:
    - 1) up to 3.25 – at least satisfactory,
    - 2) above 3.25 to 3.75 – at least satisfactory plus,
    - 3) above 3.75 to 4.25 – at least good,
    - 4) above 4.25 to 4.75 – at least good plus,
    - 5) above 4.75 – a score of at least very good.
  - 3) If there is no consensus on the grades for individual questions and the final result of the examination, the chairman of the commission has the casting vote.
11. The secretary does not have the right to ask questions or assess the answers.
12. In the case of a on-site defense with remote participation of a supervisor or reviewer, signatures on the minutes are collected by circulation, no later than two weeks after the date of the examination.
13. The commission conducting the diploma examination shall award the relevant professional degree to the degree candidate:
  - a. licencjat degree, after passing the licencjat examination,
  - b. magister (master) degree, after passing the magister (master) examination.

#### **§ 7 <sup>10</sup>Substantial requirements for the diploma examination**

1. The aim of the diploma examination is to assess the cross-sectional knowledge of the student's field of study, to assess the student's ability to communicate their own academic achievements, and to verify knowledge related to the topic of the thesis, including the ability to address the reviewer's comments.
2. The diploma examination shall be conducted in Polish or English for students in the field of study taught in Polish. The diploma examination shall be conducted in English for students in the field of study taught in English.
3. During the diploma examination (defense) the student presents their thesis for a maximum of 5 minutes and answers two examination questions. The questions relate to: (1) issues within the scope of thesis and (2) issues from the field of study.
  - a) When assessing the presentation, the following shall be taken into account: the presentation of the research problem, the methods used in the thesis and the results

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<sup>9</sup> As amended by § 1 of Resolution No. 13/2022 of the Teaching Council of the Faculty of Economic Sciences of November 16, 2022 referred to in footnote 1.

<sup>10</sup> As amended by § 1 of Resolution No. 9/2023 of the Teaching Council of the Faculty of Economic Sciences of May 4, 2023 referred to in footnote 1.



obtained, as well as added value resulting from the thesis. The clarity, conciseness and completeness of the text is important.

- b) The answer to the question on issues within the scope of the thesis is verified in terms of the student's ability to address the allegations made in the review, simultaneously assessing the independence of the research carried out and the knowledge of the subject matter directly related to the thesis.
- c) In the answer to a question in the field of study, general knowledge in relation to a chosen subject or arising from a combination of several subjects is verified. The question shall be formulated by the commission on the basis of a pool of questions announced to students at least one month before the relevant defense session. If an updated list of questions is not announced, the existing pool shall apply.

#### **IV. Detailed rules for monitoring the diploma examination process**

##### **§ 8 Rules of the analysis of the diploma examination process**

1. Each year (in the winter semester) the Teaching Council analyzes the diploma examination process carried out in the previous academic year.
2. The Teaching Council draws up a report containing the results of the analyses and information on planned corrective or improvement measures regarding the diploma examination process. The report shall be submitted to the UTLC by the end of the winter semester.
3. The report includes an analysis of reviews, thesis grades, examination questions and examination grades. The report may include an analysis of selected theses written in the form of a scientific article.
4. The report may include elements of quantitative and qualitative assessment. It presents the main trends and regularities and deviations from the existing norm. The scope of work each year is determined by the chairman of the Teaching Council (HTU).
5. The Teaching Council pays particular attention to the following elements of the analysis of the diploma examination process:
  - a. respecting the deadline for making reviews available to students,
  - b. the factuality, completeness and accuracy of the justification of the thesis assessments (formulated by the thesis supervisor and reviewer),
  - c. the reasonableness of the differences in the thesis assessments (given by the thesis supervisor and the reviewer),
  - d. observing the procedure and content of the diploma examination (their conformity with the requirements specified in the detailed rules of the diploma examination process).
6. In the event of irregularities identified, the Teaching Council shall determine the procedures for implementing corrective measures or improving the diploma examination process in its various stages.

#### **V. Rules of lecturer involvement in the diploma examination process**

##### **§ 9 <sup>11</sup>Staff participation in the diploma examination process**

1. In each academic year, an academic teacher may supervise a maximum of 17 seminarians. In special cases, the HTU may increase this limit to 22.

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<sup>11</sup> As amended by § 1 of Resolution No. 13/2022 of the Teaching Council of the Faculty of Economic Sciences of November 16, 2022 referred to in footnote 1.

- 1a. <sup>12</sup>Conducting graduate seminars or supervising the preparation of magister (master) degree theses written outside diploma seminars shall be entrusted to academic teachers holding at least a doctoral degree provided that they have previously supervised at least one *licencjat* degree thesis or co-supervised at least one magister (master) degree thesis.
2. The Teaching Council recommends including 4 hours per seminarian per semester in the academic teacher's obligatory teaching hours for conducting diploma seminars. At the same time, it is recommended that the number of billable hours should be fixed and not depend on the number of supervisors (co-supervisors divide the number of billable hours between themselves).
3. The thesis reviewer is appointed by the HTU. In the event of a conflict of interest or suspicion of lack of impartiality, the student or supervisor may request the HTU to change the reviewer. The request to change the reviewer must be received before the reviewer gives a grade or makes recommendations on how to improve the thesis.
4. Employees of the Faculty of Economic Sciences may notify the HTU of their inability to produce a review in a given defense session. Such a reasoned notification may be submitted once a year, no later than two weeks before the scheduled deadline for thesis submission, as specified in the academic calendar. The absence of such notification shall be interpreted as an agreement to review the thesis assigned by HTU by the required deadline.
5. The staff may notify the HTU of limitations to their ability to participate in commissions in a given thesis defense session as a commission chairperson or member, no later than one week before the scheduled start of the defense session. Failure to make such notification shall be interpreted as agreement to participate in the commissions carrying out the diploma examination.

Annexes:

- A. Questions in the diploma thesis review (*licencjat* and magister (master)) with a scoring and grading scale
- B. Formal requirements for the diploma thesis
- C. Procedure for the submission of the diploma thesis
- D. Model thesis layout
- E. Review form

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<sup>12</sup> Added by § 1 of Resolution No. 9/2023 of the Teaching Council of the Faculty of Economic Sciences of May 4, 2023 referred to in footnote 1.

## **Annex A – Questions in the diploma thesis review with a scoring and grading scale**

### **General comments:**

1. Thesis assessors are expected to respond to all listed questions in the form of a developed statement.
2. The assessment of the thesis is a two-tier process – the reviewer scores the individual features of the thesis to determine an approximate final grade, and provides substantive justification, which forms the basis for the final grade.
3. The scoring relates separately to the merits of the thesis (content) and separately to the assessment of its technical side (form). An independent minimum score is applied to both scores, determining whether the thesis can be positively assessed.
4. <sup>13</sup>The review form refers to the level of education and takes into account the differences in the requirements for licencjat degree theses and magister (master) degree theses.

### **1. Assessment of the thesis content (minimum passing score 25 points).**

- a) MOTIVATION: What goal (problem, task) has been set for the thesis? Has its importance been justified? **(0-5 points)**
- b) RESEARCH QUESTION AND HIPOTHESIS: Have research questions and/or research hypotheses been posed in the thesis? What kind of questions? **(0-5 points)**
- c) METHOD: What research method has been used in the thesis? Is it appropriate to the purpose of the thesis? Has it been applied properly? (choice of method and suitability to the purpose of the thesis **0-5 points**, extent and correctness of use **0-5 points**)
- d) KNOWLEDGE: If and what kind of knowledge acquired during the study process for a given degree in the field of study has been used in the thesis? How to rate the level of acquired knowledge (basic, satisfactory, in-depth, extended)? Has the student been able to combine knowledge from different areas, use the achievements of different disciplines (which ones?), etc.? **(0-5 points)**
- e) LITERATURE AND DATA: Is the selection of literature and/or empirical material relevant and up-to-date? (selection of literature and/or empirical material **0-5 points**, use of these in the thesis **0-5 points**)
- f) RESULTS: Has the goal of the thesis been achieved? Have the research hypotheses been verified? Have the research questions been answered? Does the thesis contain errors that affect the correctness of the conclusions drawn? **(0-5 points)**
- g) LOGIC OF THE THESIS: Is the way of conducting and describing the study correct? Has the logic of reasoning been preserved? Has the narrative been well guided? **(0-5 points)**

### **2. Formal assessment of the thesis (minimum passing score 7 points).**

- a) TITLES: Are the titles of the thesis and its chapters / subchapters formulated correctly and appropriately for the content? **(0-2 points)**
- b) STRUCTURE: Is the thesis structured correctly? **(0-2 points)**
- c) INTRODUCTION AND CONCLUSION: Do the introduction and conclusion communicate well the author's intentions, the content of the thesis, the method used and the results achieved? **(0-2 points)**
- d) REFERENCES: Are the referencing and quotation techniques applied correct (cross-references, citations, discussion, bibliography, etc.)? **(0-2 points)**
- e) EDITING: Have the tables, graphs, statistical appendices, etc. been properly constructed? Is the editing acceptable? **(0-2 points)**
- f) LANGUAGE: Has the thesis been written concisely, correctly from a literary point of view, etc.? **(0-2 points)**
- g) TERMINOLOGY: Has the thesis been written correctly in terms of terminology? Do any terminological errors in the thesis affect the correctness of the conclusions? **(0-2 points)**

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<sup>13</sup> As amended by § 1 of Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 referred to in footnote 1.

3. Additional comments:

- scope of thesis corrections (if the thesis requires them),
- information whether the thesis has been written in the form of a scientific article,
- information whether co-authorship of the thesis is justified (if the thesis is written by two students).

4. <sup>14</sup>Competitions:

Should the thesis be entered for the W. Baka competition for the best licencjat degree thesis (if applicable)?

Should the thesis be entered in the A. Semkow competition for the best magister (master) degree thesis (if applicable)?

**Grading scale:**

- substantive assessment - 0-45 points (minimum passing score ~50%, 23 points)
- formal assessment - 0-14 points (minimum passing score ~50%, 7 points)
- total score - 0-59 points

Thesis grade	Percentage	Points
excellent (5!)	to ~ 100%	57-59
very good (5)	to ~ 95%	48-56
good and good+ (4, 4+)	to ~ 80%	40-47
satisfactory and satisfactory+ (3, 3+)	to ~ 65%	30-39
unsatisfactory (2)	to ~ 50%	0-29 points

Outstanding thesis (grade 5!) – a thesis that goes significantly beyond the curriculum, makes a significant contribution to science, and is suitable for publication in recognized international journals

Very good thesis (grade 5) – a thesis that makes significant use of the content specified in the curriculum, fully meeting the requirements for the thesis

Good thesis (grade 4) – a thesis that makes moderate use of the content set out in the curriculum, for the most part meeting the requirements for the thesis

Satisfactory thesis (grade 3) – a thesis that makes sufficient use of the content set out in the curriculum and partly meets the requirements for the thesis

Unsatisfactory thesis (grade 2) – a thesis that makes insufficient use of the content set out in the curriculum, barely fulfilling the requirements for the thesis, and contains significant factual errors that lead to incorrect conclusions

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<sup>14</sup> Added by § 1 of Resolution No. 16/2024 of the Teaching Council of the Faculty of Economic Sciences of May 22, 2024 referred to in footnote 1.

## Annex B – Formal requirements for the diploma thesis

### General recommendations:

Both magister (master) and licencjat degree theses must show the author's ability to conduct academic research (documentation, presentation) and their academic writing skills. The following are assessed in this respect: structure (construction) of the thesis, title, abstract, introduction, summary (conclusion, conclusions), bibliography, footnotes, tables, figures, appendices, clarity of argument, language. The thesis should be written in a concise manner. The recommended volume may be exceeded, but only in clearly justified cases. The method of editing the thesis should comply with the standards listed below, set by the Faculty of Economic Sciences, University of Warsaw.

### Specific remarks:

1. **Required layout of the diploma thesis (written in a traditional way)**, as set out in Annex D
  - a. title page
  - b. page with signed statements of the supervisor and the author(s) of the thesis; in the electronic version of the thesis the page with signatures should be scanned (150 dpi) in color and pasted
  - c. page with the abstract of the thesis, Erasmus codes and thematic classification,
  - d. table of contents,
  - e. main text,
  - f. bibliography
  - g. list of indexes, including:
    - i. index of abbreviations (optional if existing),
    - ii. index of tables (optional if existing),
    - iii. index of figures (optional if existing),
    - iv. index of appendices (optional if existing),
    - v. appendices (optional if existing).
2. **Main font** of the main text and its size: Times New Roman or similar, 12 pt.
3. The **table of contents** should include all chapter and subchapter titles. Up to three levels of subchapters are allowed.
4. **Main text** – line spacing - 1.5 lines. 1 line spacing: in titles, descriptions of figures and tables, and sources with longer titles and content moving to the next line. 1 line spacing is allowed for enumerated lists. Each paragraph (created with the Enter key) should start with a tab - position "1" (centimeter) on the top bar of the Word editor ruler.
5. **Margins** – all four margins 25 mm, no extra margin for binding.
6. **Page numbering** – from the title page (number 0 without showing the number on that page), at the bottom of the page, centered, Times New Roman or similar font, 12 pt. - applies to all sheets of the thesis.
7. **Emphatic font formatting.** *Italicize* foreign terms, except for names and commonly used phrases. Words or passages to be emphasized should be in *e x p a n d e d* form or **bold** type, preferably the former. Quotations in inverted commas, longer quotations can be formed as block quotations and indented in relation to the main text, in which case 1 line spacing and smaller font size (10 pt) are acceptable.
8. **Footnotes** – in 10 pt font, at the bottom of the page, numbered consecutively throughout the thesis, justified between the margins, texts going to the second line should be wrapped with an offset to make the footnote number visible. In the main text, the place to which the footnote refers is indicated by a consecutive number written as a superscript. If the footnote relates to a term (word), place it after it; if it relates to sentence or several sentences (e.g. a quotation), place it at the end of the last sentence (quotation). As a rule, footnotes do not contain bibliographical items, but supplement the themes of the text.

9. **Main chapters** of the thesis start on a new page. **Titles of chapters** and subchapters in bold. Chapter titles start from the left margin with longer texts (exceeding a line) wrapped or centered. **Subchapter titles** start from the left margin. Spacing in titles and subtitles: 1 line. Spacing between chapter and subchapter titles and text: 1.5 lines.
10. **Tables** – numbered from 1 to the number of the last table in the thesis, provided with a title and referred to the source. Title from the left margin, followed by a full stop after the number and the text of the table title, spacing from the table - one line. Longer text of the table title wrapped in further lines with offset of the view of the word 'Table with number and full stop'. Table centered between the side margins on the page. Table header row bold, centered within cells. Single line table borders. Do not use dark background in cells or colored fonts. In the column "Specification" – if justified – align the text to the left. Adjust table size – if justified – to the width of the page text, or include it on a separate horizontal page. Font size to match the nature of the table. A font size of 12 pt is recommended.
11. **Figures (graph, diagram, image)** – numbered, accompanied by a caption. Caption under or above the figure from the left margin, together with the consecutive ordinal number. Longer figure captions exceeding one line should be justified and wrapped with an offset making the words e.g. "Fig. 12." visible. Center figures between margins. Cite the source of the figure in 10 pt font. Space between the text describing the figure and the source – one line.
12. **Graphics** – In order to limit the size of the thesis file (with large number of graphics or large graphics increasing the volume of the thesis to 10-30 MB), it is recommended that graphics are prepared as separate files in JPG or PNG format, e.g. hyperlinked in the text. The file of the thesis and the graphics should be in one directory (folder). Graphics should not contain significant portions of text.
13. **Literature references in the text** – after the referenced information or text, give the author(s) name(s) and year in brackets, e.g. (Kowalski, 2015) or (Nowak et al., 2020). Do not give full bibliographic references in footnotes.
14. **Bibliography** – literature entries alphabetically by author's surname, institutional author's name or title, each entry should start from the left margin, texts longer than one line should be wrapped with tabulation width offset, justified, line spacing of one entry: 1, between entries free line with spacing 1, preferably in APA format, available in Google Scholar. If the nature of the thesis requires it, the bibliography may be divided into parts. The description of material obtained via the Internet should include details of the author (individual or collective) of the document, the title of the document, if possible, the date of its creation, the address of the website, and the date the website was accessed. Bibliographic entries should not be numbered.
15. **List of indexes** – including: index of abbreviations, index of tables, index of figures, index of appendices - as they appear in the text of the thesis, wrap longer descriptions with an offset showing the words e.g. "Table 12.", "Fig. 13." Appendices should be treated as sub-headings. The entire LIST OF INDEXES should be treated similarly to the TABLE OF CONTENTS.
16. **Theses in English** - Layout of the thesis as in Polish. In addition, include key words in Polish (centered, in brackets below the words in English); on the abstract page, "Title of the thesis in English" should be changed to "Title of the thesis in Polish" and a translation of the title into Polish should be typed underneath.
17. **Thesis in the form of a scientific article** – the layout of a thesis written in the form of a scientific article is as follows:
  - a. title page
  - b. page with signed statements of the supervisor and the author(s) of the thesis; in the electronic version of the thesis the page with signatures should be scanned (150 dpi) in color and pasted
  - c. page with the abstract of the thesis, Erasmus codes and thematic classification,
  - d. table of contents,

- e. page with the text 'Scientific article'.
- f. The content of the scientific article, formatted uniformly according to the requirements of the chosen journal. The scientific article includes a bibliography and possible appendices.
- g. page with the text 'Supplement'
- h. Content of the supplement. The supplement may include at the end a list of bibliography relating to the content in the supplement.
- i. list of indexes, including:
  - i. index of abbreviations (optional if existing),
  - ii. index of tables (optional if existing),
  - iii. index of figures (optional if existing),
  - iv. index of appendices (optional if existing),
  - v. appendices (optional if existing).

## **Annex C – Procedure for submitting the thesis to the ADT**

STEP 1: The student e-mails the thesis to the Student's Office to the person administratively in charge of the study curriculum and year of study. The Student's Office creates a repository space in ADT/USOS for the thesis. The thesis includes a statement from the supervisor signed by hand (signature scan) or digitally and the Author's statement. The electronic file must have an appropriate name (according to the table below). The electronic version of the thesis is in editable format (e.g. \*.doc, \*.odt, \*.txt) and/or in \*.pdf with searchable and copyable text.

STEP 2: Once the repository space has been created in ADT/USOS, the student uploads the thesis independently. In order to upload the thesis, from the USOSweb website, from the NEWS tab, select: ADT - Archive of Diploma Theses and perform the following steps:

- a) Log in and open the MY THESIS tab, then click on the thesis title.
- b) Enter the following data:
  - title in English
  - summary
  - keywords

Then confirm the data: SAVE THESIS DATA.

- c) Upload the thesis in 'pdf' format.
- d) Then select the option "Submit for approval by the supervisor".

STEP 3: The student delivers a set of documents to the Student's Office. These include:

- a) diploma thesis printed in 2 copies on both sides, including the first 3 pages on the right-hand side, softbound, with a transparent front cover. The name of the field of study should be typed correctly.
- b) application for resumption of studies in order to defend the thesis (if applicable)

The student does not fill in a circulation card, the card is issued in USOSWeb by the Student's Office. At the time of submitting the thesis, the student must have no obligations towards the Faculty's Computer Laboratory and Library, University of Warsaw Library, Centre for Foreign Language Teaching and Physical Education and Sports Centre.

The student pays a fee for the diploma into an individual fee account, which the Student's Office records in USOS. The student pays for the diploma in Polish and additionally, upon request, a copy of the diploma in English.

STEP 4: Immediately after it has been uploaded by the student, the supervisor submits the thesis for checking with the JSA anti-plagiarism program available in ADT/USOS. The program checks the thesis for illegal use of other people's intellectual property. If the report does not raise any objections, the supervisor immediately accepts the JSA report and subsequently the thesis in ADT/USOS. The supervisor is required to print out the anti-plagiarism report and deliver the signed report to the Student's Office by the time of the defense.

STEP 5: The Student's Office enters the names of the reviewers into ADT/USOS as soon as they are indicated by the HTU. Acceptance of the thesis in ADT/USOS by the supervisor results in the thesis being automatically forwarded to the reviewers in an electronic version. The Student's Office provides the reviewers with thesis copies of the thesis in parallel. The supervisor does not receive a paper copy of the thesis.

STEP 6: The supervisor and reviewer upload the thesis reviews into ADT/USOS, at least 3 days before the scheduled defense. The Student's Office prints out the reviews while preparing



documents for defense. There is no other way of submitting a review than through ADT/USOS.

Note 1: Students who have submitted their diploma thesis but have not defended it shall notify the Student's Office by the deadline for thesis submission (according to the academic calendar) of their wish to defend it.

Note 2: Naming of thesis files. Due to the requirements of the thesis archiving system, files containing the thesis should be named strictly according to the following formula: diploma type-pesel.roz, where:

- "diploma type" stands for the diploma code from the USOS dictionary (see table below);
- "pesel" stands for the student's PESEL number (or an artificial PESEL for foreign students);
- "roz" stands for the file extension: .pdf - Acrobat format, .doc - Word document.

Names must be written in capital letters and contain no spaces or Polish characters (ą, ć, ę, ł, ń, ó, ś, ż, ź).

Examples of file names

- Licencjat degree thesis of a part-time student with PESEL number **39130103333** in Word version: **2400-LIC-EK-39130103333.doc**
- Magister (master) degree thesis of a part-time student with PESEL number **12073013333** in Acrobat format: **2400-MGR-EK-12073013333.pdf**
- Magister (master) degree thesis of an English-speaking International Economics student with PESEL number 12073013333 in word version: **2400-MGR-IEC-12073013333.doc**
- Magister (master) degree thesis of an English-speaking Quantitative Finance student with PESEL number 12073013333 in Acrobat format: **2400-MGR-QF-12073013333.pdf**

Type of diploma	Studies in Polish	Title
2400-LIC-EM	First-cycle studies, field of study <i>ekonomia</i> , major <i>ekonomia międzynarodowa</i>	licencjat diploma
2400-LIC-EP	First-cycle studies, field of study <i>ekonomia</i> , major <i>ekonomia przedsiębiorstwa</i>	licencjat degree
2400-LIC-FIR	First-cycle studies, field of study <i>finanse, inwestycje i rachunkowość</i> or First-cycle studies, field of study <i>finanse i rachunkowość</i>	licencjat diploma
2400-LIC-FIR-FPiP	First-cycle studies, field of study <i>finanse, inwestycje i rachunkowość</i> , major <i>finanse publiczne i podatki</i> or First-cycle studies, field of study <i>finanse i rachunkowość</i> , major <i>finanse publiczne i podatki</i>	licencjat diploma
2400-LIC-IE	First-cycle studies, field of study <i>informatyka i ekonometria</i>	licencjat diploma
2400-LIC-EK	First-cycle studies, field of study <i>ekonomia</i> , major <i>międzykierunkowe studia ekonomiczno-menedżerskie</i>	licencjat diploma
2400-LIC-EK	First-cycle studies, field of study <i>ekonomia</i> , major <i>międzykierunkowe studia ekonomiczno-matematyczne</i>	licencjat diploma
2400-MGR-EK	Second-cycle studies, field of study <i>ekonomia</i> , part-time studies	magister diploma

2400-MGR-FIR	Second-cycle studies, field of study <i>finanse, inwestycje i rachunkowość</i> or Second-cycle studies, field of study <i>finanse i rachunkowość</i>	magister diploma
2400-MGR-FPP	Second-cycle studies, field of study <i>finanse, inwestycje i rachunkowość</i> , major <i>finanse publiczne i podatki</i> or Second-cycle studies, field of study <i>finanse i rachunkowość</i> , major <i>finanse publiczne i podatki</i>	magister diploma
2400-MGR-IE	Second-cycle studies, field of study <i>informatyka i ekonometria</i>	magister diploma
2400-MGR-EM	Second-cycle studies, field of study <i>ekonomia</i> , major <i>ekonomia międzynarodowa</i>	magister diploma
2400-MGR-EP	Second-cycle studies, field of study <i>ekonomia</i> , major <i>ekonomia przedsiębiorstwa</i>	magister diploma

Type of diploma	Studies in English	Title
2400-LIC-FII	First-cycle studies, field of study <i>Finance, Investment and Accounting</i> , major <i>Finance and International Investment</i> or First-cycle studies, field of study <i>Finance, International Investment and Accounting</i>	licencjat diploma
2400-MGR-IEC	Second-cycle studies, field of study <i>Economics</i> , major <i>International Economics</i> , or Second-cycle studies, field of study <i>International Economics</i>	magister diploma
2400-MGR-QF	Second-cycle studies, field of study <i>Finance, Investment and Accounting</i> , major <i>Quantitative Finance</i> or Second-cycle studies, field of study <i>Quantitative Finance</i>	magister diploma
2400-MGR-DS	Second-cycle studies, field of study <i>Computer Science and Econometrics</i> , major <i>Data Science</i> or Second-cycle studies, field of study <i>Data Science and Business Analytics</i>	magister diploma

**Annex D – Model thesis layout**

**/on the following pages/**



University of Warsaw  
Faculty of Economic Sciences

John Doe  
Registration number: 12345

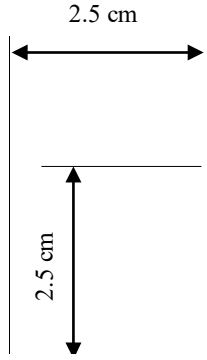
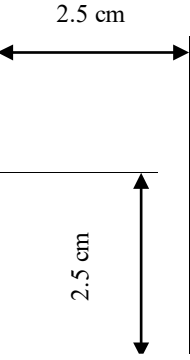
# **The new economics - approach in the EU**

## **An economic analysis of the problem**

Magister (master) degree thesis  
Field of study: Finance and Accounting\*)

*\*) select the appropriate field of study and remove the italicized comments and asterisks*

Thesis written under the supervision of  
Jan Nowak, Assoc. Prof., Ph.D.  
Department of Banking, Finance and Accounting  
Faculty of Economic Sciences, University of Warsaw



Warsaw, July 2020

*Statements of the thesis supervisor*

I hereby declare that this thesis has been prepared under my supervision and it satisfies the requirements of the procedure of awarding the professional degree.

\* I declare that my contribution to the scientific article that forms part of the thesis is                      % and that the thesis supplement was written independently by the degree candidate(s).

\* *delete if not applicable*

Date

Supervisor's signature

*Statement of the author of the thesis\*\**

Aware of legal liability, I declare that this thesis has been written by myself and does not contain any content obtained in a manner inconsistent with the applicable regulations.

I also declare that the thesis submitted has not previously been the subject of a procedure of awarding the professional degree at a higher education institution.

I further declare that this version of the thesis is identical to the attached electronic version.

\* I declare that my\*\*\* contribution to the scientific article that forms part of the thesis is .....% (not less than 60%) and the thesis supplement was written by me\*\*\*.

\* *delete if not applicable*

Date

Thesis author's signature

\*\* *each student co-author submits a statement separately*

\*\*\* *in the case of a student co-author, the substantive and percentage contribution must be stated*

### **Abstract**

The thesis ...\*) *<justified text, without tabulation, containing no more than 800 characters with spaces. Do not state the purpose or subject of the thesis>.*

### **Keywords**

*<centered, comma-separated, lowercase - except for proper names, covering terms related to the thesis - mainly from the title and abstract of the thesis, no more than 10 words>*

### **Subject area (Erasmus codes)**

Economics (14300)

### **Thematic classification**

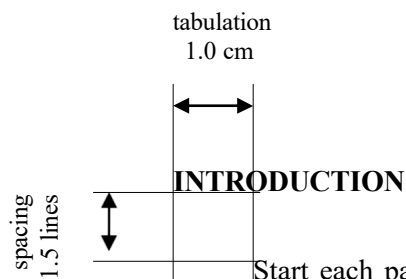
*<If unknown do not enter anything here>*

### **Title of the thesis in Polish**

*<Title of the thesis translated into Polish>*

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Start each paragraph of the thesis text with a tabulation of 1 cm from the left margin. Write chapter headings in capital letters according to the table of contents of the thesis. Begin chapters on a new page. To make the text look more elegant, you can use centered chapter titles numbered in Roman numerals. All margins of the thesis should be 2.5 cm. The font in the thesis text should be Times New Roman, size 12 pt. The same applies to the font of the chapters and subchapters of the thesis.

## Tables

Tables have distinctive elements to distinguish them from other parts of the text e.g. the heading, which should be bold and centered to distinguish it from the rest of the table. The table caption (above the table) should begin with the word "Table" and after a space the ordinal number (all tables in the text of the thesis should be numbered consecutively starting with 1.). The table caption should provide an identification of the table (as a specific resource of source information) linking the individual descriptions from the table heading, including the location of these data in space and time. Longer caption texts should be wrapped with the word "Table" and table number offset. Preferably, a single paragraph should be used for the description, table and source, allowing the required spacing to be easily adjusted. In the text, a specific table number should be referred to (cited) (do not use phrases such as: below, above, further down). It is then easier to manage empty areas of the page and does not cause tables to split (if they fit on the page). In the source, italicize the word "*Source:*", use 10 pt font, wrap longer texts with the word "Source:" offset. If the table differs in any way from the original, it is convenient to write "Own compilation based on:" in the source. This will eliminate these inconsistencies – example: table 1.



Table 1. Summary of basic values of parameters used for the evaluation of companies in European countries in the period 2000-2004

No.	Names of evaluation parameters	Values of evaluation parameters [million PLN] in years			
		2000	2001	2003	2004
1.	Type 1 parameter	1200	123	234	345
2.	Type 2 parameter	234	234	67	543
3.	Type 3 parameter	234	43567	789	876
4.	Type 4 parameter	12345	234	765	987
4.	Type 5 parameter	123	56	897	123
6.	Type 6 parameter	5478	2	234	345

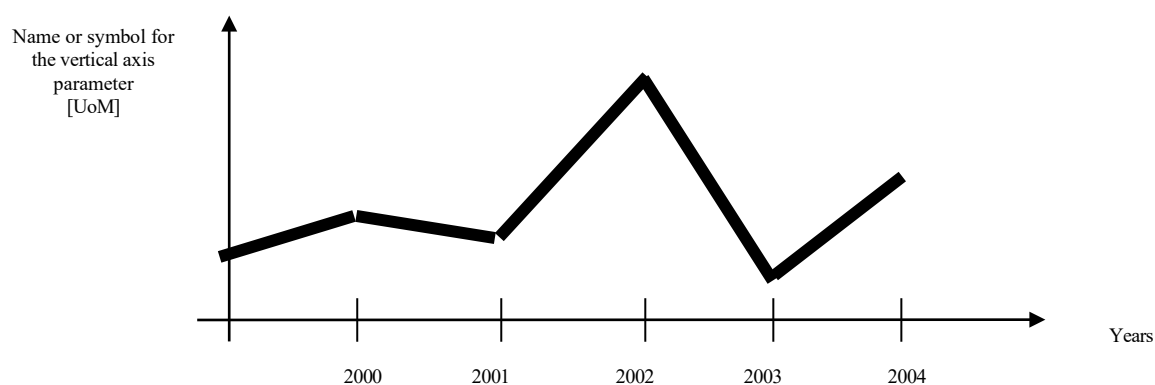
Source: Own compilation based on: Kowalski J. Parametry oceny firm w wybranych krajach europejskich. Warszawa 2005, PWN, p. 234.

## Figures

A uniform method of notation is provided for figures (to standardize and simplify the entire thesis), assuming that a figure is a graph, diagram or a graphic image. The numbering sequence of figures is similar to that of tables: from "1" to "n" throughout the thesis, starting with the abbreviation "Fig.", a space and a number with a dot (ordinal numeral). Two ways of captioning figures are allowed (examples in Figures 1, 2 and 3):

- above the figure: the figure caption looks similar to the table caption (without the full stop at the end, as this is a superscription)
- below the figure, in which case a full stop is placed at the end of the caption because it is a sentence. In this case, additional information interpreting the figure can also be included in the caption.

Fig. 1. Graph of changes in the vertical axis parameter between 2000 and 2004



Source: Own compilation based on: Nowak, J. Zmienność parametrów jakościowych wirtualnego banku komercyjnego w latach 2000-2004. Warszawa 2005, PWN, p. 23.

or

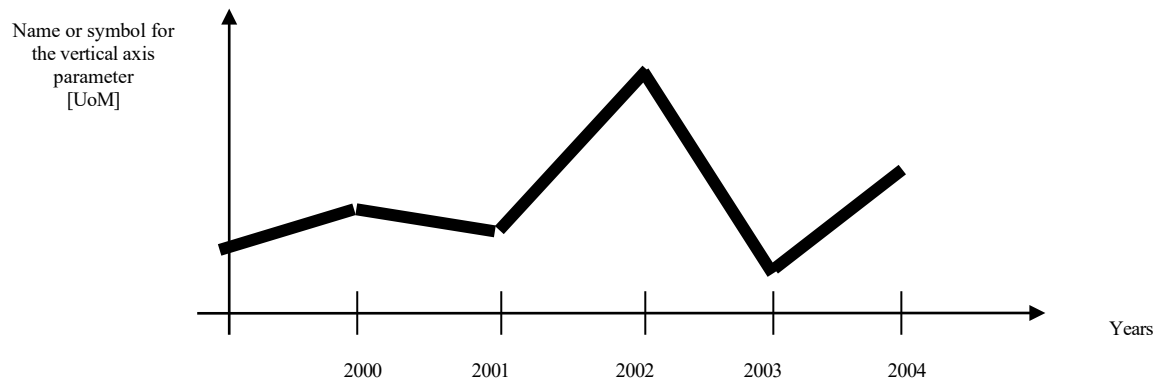
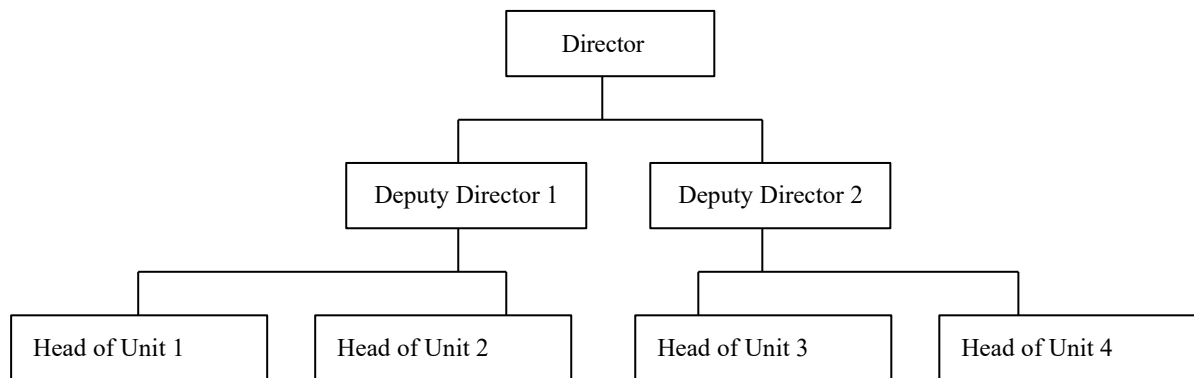


Fig. 1. Graph of changes in the vertical axis parameter between 2000 and 2004.  
Symbols: UoM - unit of measure.

Source: Own compilation based on: Nowak, J. Zmienność parametrów jakościowych wirtualnego banku komercyjnego w latach 2000-2004. Warszawa 2005, PWN, p. 23.

Fig. 2. Diagram of the structure of X company in a vertical arrangement



Source: Own compilation based on: Jankowska-Kowalska, J. Kształtowanie się wielkości firmy z uwzględnieniem zarządzania pionowego i poziomego. Warszawa 2005, PWN, p. 123.

or

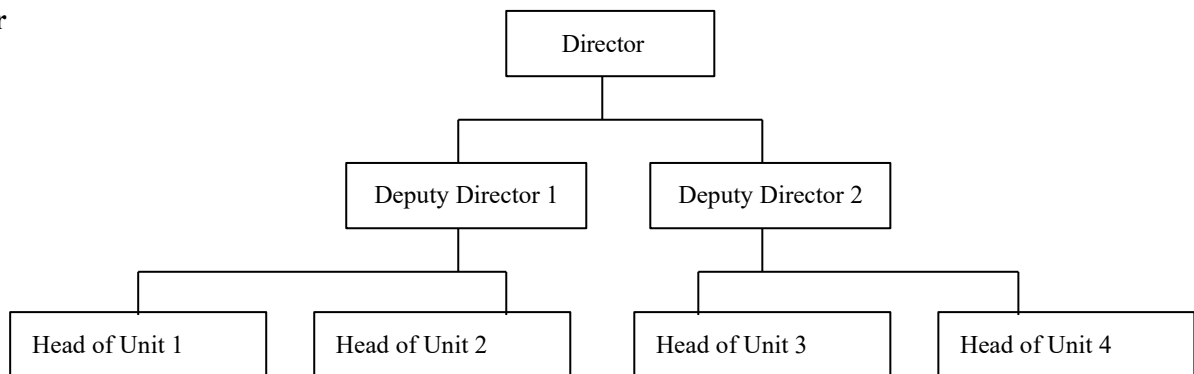
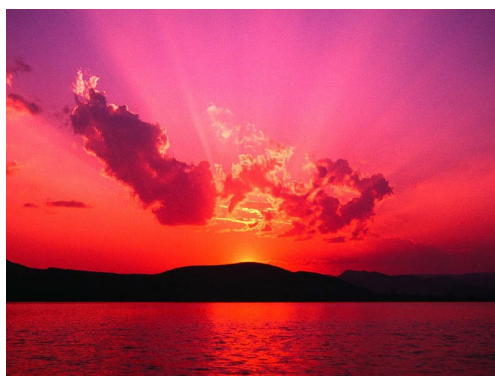


Fig. 2. Diagram of the structure of X company in a vertical arrangement.

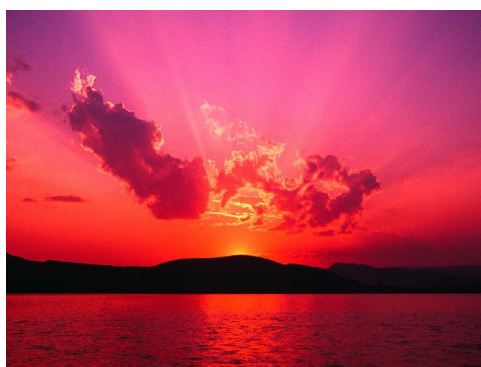
Source: Own compilation based on: Jankowska-Kowalska, J. Kształtowanie się wielkości firmy z uwzględnieniem zarządzania pionowego i poziomego. PWN, Warszawa 2005, p. 123.

Fig. 3. A view of Company X's bright outlook



*Source:* Own compilation based on: Yanki-Yank, M. Developmental images of companies in the virtual concept. Y Publishing House, Tokyo 2005, p. 213.

**or**



*Source:* Own compilation based on: Yanki-Yank, M. Developmental images of companies in the virtual concept. Y Publishing House, Tokyo 2005, p. 213.

Figure 3: A view of Company X's bright outlook.

As with tables, it is advisable to use a single paragraph for figures. Then, in the thesis, all source inserts such as a table or a figure will be more compact and stand out elegantly from the text of the thesis.

### **Enumerated lists**

Enumerated lists are lists of options that you wish to separate one below the other as consecutive elements. The list is preceded by a colon. If it is a list created from a source, it should be given as a footnote after the colon sign. To standardize and improve the readability of the text of the thesis, it is advisable to:<sup>1</sup>

---

<sup>1</sup> This text is an example of an enumerated list form.

- put a dash before a list item and start from the left margin
- at the end of each listed item, you may use no punctuation (recommended), a comma or a semicolon, except for the last enumerated element after which a full stop must be put
- each enumerated element should create a cohesive sentence with the text that starts the list (independently of the remaining list items).

To maintain the elegance of the list, it is recommended to use an automatic list creation layout (using Paragraph/Bullets and Numbering).

Enumerated list numbering is used in principle:

- if it is important to preserve the order of the enumerated elements
- to refer to a specific number of an enumerated element in the text.

## **Formulas**

Formulas appearing in the thesis may be numbered, which is justified if the number is referred to in the text of the thesis. Formulas should be centered between the right and left margins. Longer formulas (longer than a line) should start from the left margin. When numbering formulas, it is recommended to use square brackets and to number consecutive items with (Western) Arabic numerals. Font size and type: 12 pt, Times New Roman. It is not advisable to bold the formulas or to use a larger font than the text of the thesis. However, it is advisable to use a space of 1 line above and below the formula. If there are symbols in the formula that need to be commented on (explained), the word "where" should be given under the formula (from the left margin and in lower case) and a list of explanatory items should be created starting with a tab of 1 cm. The list should be single spaced, with separators as in enumerated lists in the text of the thesis.

Below are 3 patterns of formulas and their forms with descriptions.

**Example 1** of the formula for Indicator X<sup>2</sup>:

$$\text{Indicator X} = \frac{\text{Y parameter}}{\text{Z parameter}}$$

where:

Y parameter - parameter contained in the numerator of the formula, being the dividend of the fraction in which it occurs

Z parameter - parameter in the denominator of the formula, being the divisor of the fraction in which it occurs.

**Example 2** of the formula for Indicator X<sup>3</sup>:

$$\text{Indicator X} = \frac{\text{Parameter Y}}{\text{Parameter Z}} \quad [1]$$

where:

Y parameter - parameter contained in the numerator of the formula, being the dividend of the fraction in which it occurs

Z parameter - parameter in the denominator of the formula, being the divisor of the fraction in which it occurs.

**Example 3** of the formula for Indicator X<sup>4</sup>:

$$X \equiv \frac{\text{Parameter Y}}{\text{Parameter Z}} \quad [1]$$

where:

Y parameter - parameter contained in the numerator of the formula, being the dividend of the fraction in which it occurs

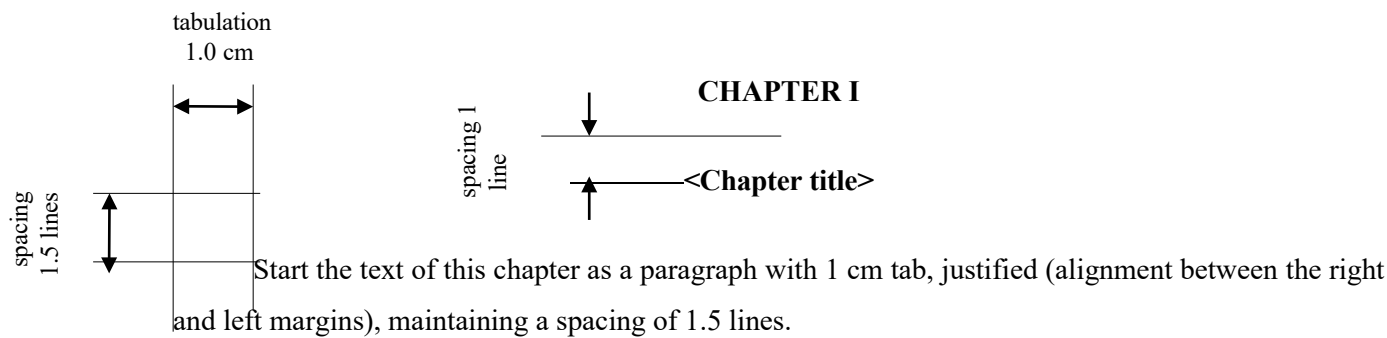
Z parameter - parameter in the denominator of the formula, being the divisor of the fraction in which it occurs.

---

<sup>2</sup> Using edited text.

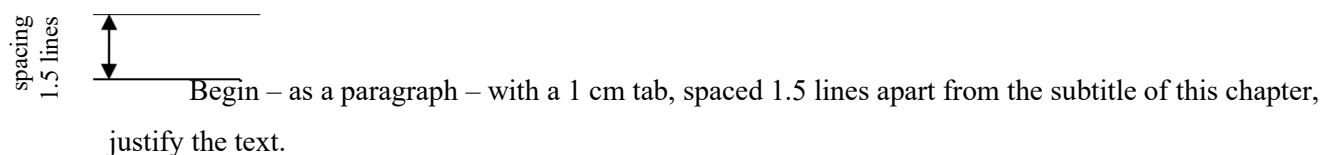
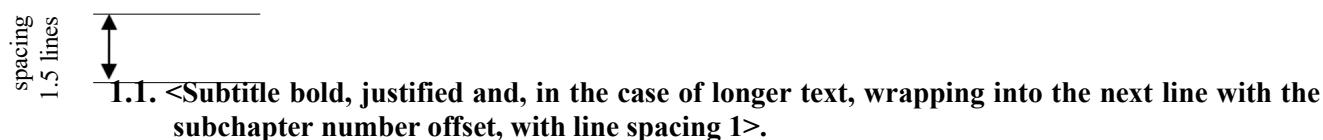
<sup>3</sup> Using the option: Draw/Draw text box.

<sup>4</sup> Using the option: Insert/Object/Microsoft Equation.



Next paragraph ....

Maintain a distance of 1 line between the title of CHAPTER I and its contents, and a distance of 1.5 lines between that content and the further contents of the chapter (as above). Similarly, number the subchapters in Arabic numerals, as subchapters of a given chapter, e.g. 1.1. for CHAPTER I, maintaining a distance of 1.5 lines between the text above and below the subchapter. Do not use automatic numbering of chapters or subchapters.



### 1.1.1. <Subtitle>

Maintain 1.5 line spacing between the text and the subtitle. Start the subtitle from the left margin, justify the text under this subtitle.

### 1.1.2. <Subtitle>

Another subtitle and its content.

### 1.1.3. <Subtitle>

The next subtitle on the same level and its content.

## **1.2. <Subtitle>**

Subtitle at a higher level as the previous one above.

### **1.2.1. <Subtitle>**

Maintain 1.5 line spacing between the text and the subtitle. Start the title from the left margin, justify the text under the subtitle.

### **1.2.2. <Subtitle>**

Another subtitle and its content.

### **1.2.3. <Subtitle>**

The next subtitle on the same level and its content.

## CHAPTER II

<Chapter title>

### 2.1. <Subtitle>

.....

#### 2.1.1. <Subtitle>

.....

#### 2.1.2. <Subtitle>

.....

#### 2.1.3. <Subtitle>

.....

### 2.2. <Subtitle>

.....

#### 2.2.1. <Subtitle>

.....

#### 2.2.2. <Subtitle>

.....



## BIBLIOGRAPHY

<Note: The principles of bibliographic description are given in accordance with the latest Polish standards PN-ISO 690:2002 (printed documents) and PN-ISO 690-2:1999 (electronic documents). The bibliographic description may be more extensive (e.g. by including the name of the publishing house), which the examples below do not take into account.>

<Name and first letter of author, name of work, publishing house, city and year. It is possible to divide the bibliography into subsections, e.g. Books, Periodicals, Legal Acts, Conference Materials, Websites when justified by their large number in particular genre groups>.

<Next item of bibliography - spacing 1 line. Treat the individual subsections of the bibliography in a similar way to the subchapters in the thesis, maintaining the spacing between the title of the subsection and the list text of 1.5 lines>.

### *Examples:*

Assorodobraj Nina. Początki klasy robotniczej. Problem rąk roboczych w przemyśle polskim epoki stanisławowskiej. Warszawa 1966.

Atkinson A.B. The Economic Consequences of Rolling Back the Welfare State. Cambridge 1999.

Janos Andrew C. The Politics of Backwardness in Hungary, 1825-1945, Princeton 1982.

\_\_\_\_ Politics and Paradigms. Changing Theories of Change in Social Science. Stanford 1986.

\_\_\_\_ East Central Europe in the Modern World: The Politics of the Borderlands from Pre- to Postcommunism. Stanford, 2000.

Reykowski Janusz. Czy doświadczenie transformacji ujawniło prawdziwe oblicze Polaków?  
In Dylematy nauki i konflikty wartości. ed. Ewa Chmielecka et al. Warszawa 2005,  
pp. 341-345.

Ruciński Robert. O sposobach finansowania studiów przez mieszkańców miast pruskich w późnym średniowieczu. Rocznik Dziejów Społecznych i Gospodarczych. vol. LXIII, 2003, pp. 87-101.

World Bank. Meeting the Challenge of Africa's Development: A World Bank Group Action Plan.  
World Bank, September 2005. on line. Accessed 9 September 2005.

[http://siteresources.worldbank.org/INTAFRICA/Resources/aap\\_9\\_7\\_05.pdf](http://siteresources.worldbank.org/INTAFRICA/Resources/aap_9_7_05.pdf)

## LIST OF INDEXES

*<Effective 23 May 2007, Vice-Dean Janusz Kudła introduced a change to the LIST OF INDEXES according to the following layout>*

### Index of abbreviations

PKO	- Powszechna Kasa Oszczędności
ISO	- International Standard Organization

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## **APPENDICES**

### **Appendix 1: Type A questionnaire**

.....

### **Appendix 2: Type B questionnaire**

.....

### **Appendix 3: View of the SAS computer printout sheet**

.....

### **Appendix 4 Summary table of data characterizing company X**

.....

**Annex E - Review form**

**/on the following pages/**



## RECENZJA PRACY DYPLOMOWEJ / *DIPLOMA THESIS REVIEW*

AUTOR/AUTHOR:	
NUMER ALBUMU / REGISTRATION NO.:	
TYTUŁ PRACY / THESIS TITLE:	
TYP PRACY / THESIS TYPE:	<input type="checkbox"/> PRACA LICENCJACKA / <i>LICENCJAT DEGREE THESIS</i> <input type="checkbox"/> PRACA MAGISTERSKA / <i>MAGISTER DEGREE THESIS</i>
PROMOTOR / SUPERVISOR:	
RECENZENT / REVIEWER:	
RECEZJA PRZYGOTOWANA PRZEZ / REVIEW PREPARED BY:	<input type="checkbox"/> PROMOTOR / SUPERVISOR <input type="checkbox"/> RECENZENT / REVIEWER

### WYMAGANIA ODNOŚNIE TRADYCYJNYCH PRAC DYPLOMOWYCH

#### Prace licencjackie

1. muszą mieć jasno określony cel badawczy oraz powinny zawierać pytanie badawcze lub hipotezę badawczą,
2. muszą wykorzystywać aktualną literaturę naukową krajową lub zagraniczną,
3. muszą wykazywać przygotowanie dyplomanta do prowadzenia badań naukowych,
4. muszą wykorzystywać instrumentarium badawcze prezentowane podczas studiów lub wykraczające poza program,
5. mogą mieć formę pogłębionego referatu (o charakterze opisowym), opracowanego na podstawie literatury lub stanowić prezentację badania własnego, przy czym, jeśli praca oparta jest na literaturze przedmiotu, od autora oczekuje się samodzielności konstrukcji i sposobu interpretacji przedstawionego materiału,
6. w przypadku pracy tradycyjnej, powinny mieć objętość do ok. 50 stron standardowego maszynopisu (100 tys. znaków ze spacjami).

#### Prace magisterskie

1. muszą mieć jasno określony cel badawczy oraz zawierać (adekwatnie do obranej metody) hipotezę badawczą lub pytanie badawcze,
2. muszą wykorzystywać aktualną literaturę naukową zagraniczną, w odniesieniu do teorii, metody, jak i wyników empirycznych,
3. muszą wykazywać umiejętność samodzielnego prowadzenia badań naukowych przez dyplomanta,
4. muszą wykorzystywać instrumentarium badawcze prezentowane podczas studiów lub wykraczające poza program,
5. muszą stanowić prezentację badania własnego,
6. w przypadku pracy tradycyjnej, powinny mieć objętość do ok. 80 stron standardowego maszynopisu (160 tys. znaków ze spacjami).

### REQUIREMENTS FOR TRADITIONAL THESES

#### Licencjat degree theses

1. must have a clearly defined research objective and should include a research question or a research hypothesis,
2. must make use of current national or international scientific literature,
3. must demonstrate the degree candidate's preparation for research,
4. must make use of research instrumentation presented during the studies or wider,
5. may take the form of an in-depth paper (of a descriptive character), developed on the basis of literature, or constitute a presentation of own research; if the thesis is based on a given literature, the author is expected to be independent in the construction and interpretation of the presented material,
6. traditional theses should be up to approximately 50 pages of standard typescript (100,000 characters with spaces).

#### Magister (master) degree theses

1. must have a clearly defined research objective and include (as appropriate to the method chosen) a research hypothesis or a research question,
2. must make use of current foreign scientific literature, with regard to theory, method as well as empirical results,
3. must demonstrate the degree candidate's ability to conduct research independently,
4. must make use of research instrumentation presented during studies or wider,
5. must constitute a presentation of own research,
6. traditional theses should be up to approximately 80 pages of standard typescript (160,000 characters with spaces).

**I. MERYTORYCZNA OCENA PRACY / ASSESSMENT OF THE THESIS CONTENT**

(minimum kwalifikujące / minimum passing score: 23 pkt. / points)

<b>PYTANIE / QUESTION</b>	<b>PUNKTY POINTS</b>
1. MOTYWACJA: Jaki cel (problem, zadanie) został postawiony przed pracą? Czy jego znaczenie zostało uzasadnione? <i>1. MOTIVATION: What goal (task or research problem) has been set for the thesis? Has its significance been justified?</i>	0 – 5
2. PYTANIE BADAWCZE LUB HIPOTEZA BADAWCZA: Czy w pracy zostały postawione pytania badawcze i/lub hipotezy badawcze? Jakie? [Wymogi w tym zakresie zostały podsumowane na stronie 1 formularza recenzji]. <i>2. RESEARCH QUESTION OR HYPOTHESIS: Have research questions and/or research hypotheses been posed in the thesis? If so, which ones? [Please note that the requirements in this matter are summarized on the first page of the review form.]</i>	0 – 5
3. METODA: Jaką metodą badawczą posłużono się w pracy? Czy jest ona dostosowana do celu pracy? Czy została prawidłowo zastosowana? a) wybór metody i dostosowanie do celu pracy, b) zakres i poprawność użycia. <i>3. METHOD: What research method has been used in the thesis? Is it appropriate to the purpose of the thesis? Has it been applied properly?</i> a) choice of method and its suitability for the goal of thesis, b) scope and adequacy of use.	a) 0 – 5 b) 0 – 5
	a)  b)
4. WIEDZA: Czy i jaką wiedzę nabytą w toku studiów danego stopnia na studiowanym kierunku wykorzystano w pracy? Jak można ocenić stopień przyswojenia wiedzy (podstawowy, zadowalający, pogłębiony, rozszerzony)? Czy student potrafi łączyć wiedzę z różnych obszarów, korzystać z dorobku różnych dziedzin (jakich?) itd. <i>4. KNOWLEDGE: If and what kind of knowledge acquired during the study process for a given degree in the field of study has been used in the thesis? How to rate the level of acquired knowledge (basic, satisfactory, in-depth, extended)? Has the student been able to combine knowledge from different areas, use the achievements of different disciplines (which ones) etc.?</i>	0 – 5
5. LITERATURA I DANE: Czy dobór literatury i/lub materiału empirycznego jest trafny i aktualny? (a) dobór literatury i/lub materiału empirycznego, b) wykorzystanie ich w pracy. <i>5. LITERATURE AND DATA: Is the selection of literature and/or empirical material relevant and up-to-date?</i> a) selection of literature and/or empirical material, b) usage in the thesis.	a) 0 – 5 b) 0 – 5
	a)  b)
6. WYNIKI: Czy został zrealizowany cel pracy? Czy zweryfikowano hipotezy badawcze? Czy uzyskano odpowiedź na pytania badawcze? Czy praca zawiera błędy, które rzutują na poprawność wyciągniętych wniosków? <i>RESULTS: Has the goal of the thesis been achieved? Have the research hypotheses been verified? Have research questions been answered? Does the thesis contain errors that affect the correctness of the conclusions drawn?</i>	0 – 5
7. LOGIKA WYWODU: Czy sposób prowadzenia i opisu wywodu jest prawidłowy? Czy zachowana została logika wywodu? Czy dobrze poprowadzona została narracja?	0 – 5

7. LOGIC OF THE THESIS: Is the way of conducting and describing the study correct? Has the logic of reasoning been preserved? Has the narrative been well guided?	
<b>Suma punktów / Total points:</b>	

## **II. FORMALNA OCENA PRACY / FORMAL ASSESSMENT OF THE THESIS**

(minimum kwalifikujące / minimum passing score: 7 pkt. / points)

1. TYTUŁY: Czy poprawnie i adekwatnie do treści sformułowano tytuł pracy i jej rozdziałów / podrozdziałów? 1. TITLES: Are the title of the thesis and its chapters / subchapters formulated correctly and appropriately for the content?	0 – 2
2. KONSTRUKCJA: Czy konstrukcja pracy jest właściwa? 2. STRUCTURE: Is the thesis structured correctly?	0 – 2
3. WSTĘP I ZAKOŃCZENIE: Czy wstęp i zakończenie dobrze informują o zamierzeniach Autora(ki), zawartości pracy, użytej metodzie i osiągniętych rezultatach? 3. INTRODUCTION AND CONCLUSION: Do the introduction and conclusion communicate well the author's intentions, the content of the thesis, the method used and the results achieved?	0 – 2
4. ODWOŁANIA: Czy technika prezentacji cudzego dorobku jest poprawna (odsyłacze, cytaty, omówienia, bibliografia itp.)? 4. REFERENCES: Are the referencing and quotation techniques applied correct (references, quotes, discussions, bibliography etc.)?	0 – 2
5. EDYCJA: Czy właściwie skonstruowano tabele, wykresy, aneksy statystyczne itp.? Czy edycja nie budzi zastrzeżeń? 5. EDITING: Have the tables, graphs, statistical appendices, etc. been properly constructed? Is the editing acceptable?	0 – 2
6. JĘZYK: Czy praca została napisana zwięźle, poprawnie z punktu widzenia literackiego, itp.? 6. LANGUAGE: Has the thesis been written concisely, correctly from a literary point of view, etc.?	0 – 2
7. TERMINOLOGIA: Czy praca została napisana poprawnie pod względem terminologicznym? Czy ewentualne błędy terminologiczne w pracy rzutują na poprawność wyciągniętych wniosków? 7. TERMINOLOGY: Has the thesis been written correctly in terms of terminology? Do any terminological errors in the thesis affect the correctness of the conclusions?	0 – 2
<b>Suma punktów / Total points:</b>	

### III. INNE UWAGI / ADDITIONAL COMMENTS

1. Zakres ewentualnych poprawek pracy (jeśli praca ich wymaga). 1. <i>Scope of thesis corrections (if the thesis requires them).</i>
2. Czy praca została napisana w formie artykułu naukowego? TAK/NIE 2. <i>Information whether the thesis has been written in the form of a scientific article. YES/NO</i>
<input type="checkbox"/> TAK / YES <input type="checkbox"/> NIE / NO
3. Czy współautorstwo pracy jest uzasadnione (jeśli praca jest pisana przez dwóch studentów). TAK/NIE 3. <i>Information whether co-authorship of the thesis is justified (if the thesis is written by two students). YES/NO</i>
<input type="checkbox"/> TAK / YES <input type="checkbox"/> NIE / NO
4 Konkursy Czy praca powinna zostać zgłoszona do konkursu na najlepszą pracę licencjacką im. W. Baki (jeśli dotyczy)? TAK/NIE Czy praca powinna zostać zgłoszona do konkursu na najlepszą pracę magisterską im. A. Semkowa (jeśli dotyczy)? TAK/NIE 4 <i>Competitions</i> <i>Should the thesis be entered for the W. Baka competition for the best licencjat degree thesis (if applicable)? YES/NO</i> <i>Should the thesis be entered in the A. Semkow competition for the best graduate thesis (if applicable)? YES/NO</i>
<input type="checkbox"/> TAK / YES <input type="checkbox"/> NIE / NO



#### **IV. OCENA PRACY / GRADING SCALE**

- ocena merytoryczna / *substantive assessment* 0 – 45 pkt. / *points* (min. kwalifikujące / *min. passing score*: ~50%, 23 pkt. / *points*);
- ocena formalna / *formal assessment* 0 – 14 pkt. / *points* (min. kwalifikujące / *min. passing score*: ~50%, 7 pkt. / *points*);
- ocena łączna / *total score* 0 – 59 pkt. / *points*

Ocena pracy / <i>Thesis grade</i>	Próg procentowy / <i>Percentage thresholds</i>	Liczba punktów / <i>Points</i>
Ocena celująca / <i>Excellent</i> (5!)	do / <i>up to</i> ~ 100%	57-59
Ocena bardzo dobra / <i>Very good</i> (5)	do / <i>up to</i> ~ 95%	48-56
Ocena dobra i dobra+ / <i>Good and good plus</i> (4, 4+)	do / <i>up to</i> ~ 80%	40-47
Ocena dostateczna i dostateczna+ / <i>Satisfactory, satisfactory plus</i> (3, 3+)	do / <i>up to</i> ~ 65%	30-39
Ocena niedostateczna / <i>Unsatisfactory</i> (2)	do / <i>up to</i> ~ 50%	0-29

**Praca wybitna (ocena 5!)** – praca znacząco wykraczająca poza program studiów, zawierająca istotny wkład w naukę, nadająca się do publikacji w uznanych czasopismach międzynarodowych.

**Outstanding thesis (grade 5!)** - a thesis that goes significantly beyond the curriculum, makes a significant contribution to science, and is suitable for publication in recognized international journals.

**Praca bardzo dobra (ocena 5)** – praca w znaczący sposób wykorzystująca treści określone w programie kształcenia, w pełni spełniająca wymagania stawiane pracom dyplomowym.

**Very good thesis (grade 5)** - a thesis that makes significant use of the content specified in the curriculum, fully meeting the requirements for the thesis.

**Praca dobra (ocena 4)** – praca w umiarkowany sposób wykorzystująca treści określone w programie kształcenia, w przeważającej części spełniająca wymagania stawiane pracom dyplomowym.

**Good thesis (grade 4)** - a thesis that makes moderate use of the content set out in the curriculum, for the most part meeting the requirements for the thesis.

**Praca słaba (ocena 3)** – praca w dostateczny sposób wykorzystująca treści określone w programie kształcenia, połowicznie spełniająca wymagania stawiane pracom dyplomowym.

**Satisfactory thesis (grade 3)** - a thesis that makes sufficient use of the content set out in the curriculum and partly meets the requirements for the thesis.

**Praca zła (ocena 2)** – praca w niedostateczny sposób wykorzystująca treści określone w programie kształcenia, w niewielkim stopniu spełniająca wymagania stawiane pracom dyplomowym, zawierająca istotne błędy merytoryczne wpływające na wyciągnięcie niepoprawnych wniosków.

**Unsatisfactory thesis (grade 2)** - a thesis that makes insufficient use of the content set out in the curriculum, barely fulfilling the requirements for the thesis, and contains significant factual errors that lead to incorrect conclusions.

<b>I. MERYTORYCZNA OCENA PRACY / ASSESSMENT OF THE THESIS CONTENT</b>	
Suma punktów / <i>total points</i> : (minimum kwalifikujące / <i>minimum passing score</i> : 23 pkt. / <i>points</i> ).	
<b>II. FORMALNA OCENA PRACY / FORMAL ASSESSMENT OF THE THESIS</b>	
Suma punktów / <i>total points</i> : (minimum kwalifikujące / <i>minimum passing score</i> : 7 pkt. / <i>points</i> ).	
<b>Suma punktów / Total points:</b>	

**OCENA / GRADE:** .....

Warszawa, .....  
(Warsaw, data / date)

.....  
(Imię i nazwisko / Name and surname, PODPIS / SIGNATURE)