

Resolution NO 7
of the Teaching Council of the Faculty of Economic Sciences
University of Warsaw
April 15th 2020
regarding detailed rules of the diploma examination process

According to § 5 s.1 point 8 of The Rules of Study at The University of Warsaw (text: UW Monitor 2019, No 186) and Resolution No. 4 by the University Education Council with guidelines regarding the diploma examination process at the University of Warsaw (Journal of University Laws UEC 2020 No 4), 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 are issued.
2. Detailed rules mentioned in s.1 are in the annex to this Resolution.
3. The rules apply to all programs conducted by the Faculty of Economic Sciences.

§ 2

The Resolution shall enter into force on the day of its adoption.

prof. Katarzyna Kopczewska
Chairperson of the Teaching Council
of the Faculty of Economic Sciences

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

I. General provisions

§ 1 General rules

1. The aim of the examination process is to confirm the completion of the results of the learning outcomes at the field of study on the specified level of education.
2. The formation of high-quality thesis that asks essential and interesting questions and research hypothesis that use current economic science research methods as well as other scientific disciplines is supported.
3. The thesis that is useful socially and/or scientifically are supported.
4. Thesis refers to *licencjat* degree theses or *magister* (master) degree thesis.
5. These rules are a supplement to The Rules of Study at the University of Warsaw.
6. Explanation of the terms used in the detailed rules:
 - a) UWTA - University of Warsaw Theses Archive - system used at the University of Warsaw used to keep a thesis, reviews and anti-plagiarism reports
 - b) EUH – head of the educational unit, at the Faculty of Economic Sciences it is The Vice-Dean for Students Affairs
 - c) thesis defence - degree examination
 - d) co-supervisor - one of the thesis supervisors.

II. Detailed rules of preparation and assessment of thesis

§ 2 Diploma seminars

1. Student can choose the diploma seminar from the list of seminars available at the program. The list of diploma seminars dedicated for the program and the level of studies is specified by EUH.
2. EUH informs about the offer of available seminars before the opening of the registration to the seminars.
3. Registration for the seminar is possible if there are free places.
4. Student can change the diploma seminar. The change is possible from the next semester. In specific situations, EUH can agree to change the diploma seminar during the semester.
5. The student who is readmitted to studies to finish the thesis chooses the diploma seminar from the list of available diploma seminars at the moment of readmission. Cooperation with the previous supervisor requires the supervisor's approval.
6. The student who takes part in the Erasmus+ program or equivalent can suspend the participation in the diploma seminar. The suspension requires unregistering from the diploma seminar for the time of scholarship and registering again after returning. The willingness to return to the diploma seminar should be reported in the Students Office

before the opening of the registration for the diploma seminars. Student can change the diploma seminar after returning. EUH can register the returning student for the previous diploma seminar if the limit of 22 people per supervisor was not exceeded.

7. The academic teacher who runs the seminar is the thesis supervisor at the same time. In the case of two (or more) teachers who run the seminar, one person or more people act as the supervisor.
8. The supervisor's duty is to elaborate the concept of the thesis with the student and to control its correctness and realisation period.

§ 3 Thesis

1. Thesis subject:
 - a. is specified during the arrangements between the supervisor and the student,
 - b. should correspond to the program of the studies,
 - c. can be interdisciplinary connected with other scientific disciplines.
2. Thesis title:
 - a. should be information about the theme and field of thesis,
 - b. should be approved by the supervisor.
3. *Licencjat* degree thesis and *magister* (master) degree thesis can be issued in traditional form or as a scientific paper.
4. *Licencjat* degree thesis:
 - a. must have clearly specified research goal and can contain a research hypothesis,
 - b. must use the current scientific literature - national or foreign,
 - c. must show the readiness of the graduate to conduct scientific research,
 - d. must use the research methods presented during the studies or wider,
 - e. can have a form of in-depth, descriptive paper based on literature or own research presentation, although if it is based on source literature, the presented material is required to be autonomously constructed and interpreted,
 - f. in case of a traditional thesis, it should be around 50 pages of conventional typescript long (100 000 signs including spaces).
5. *Magister* (master) degree thesis:
 - a. must contain a research hypothesis and clearly specified research goal,
 - b. must use the current foreign scientific literature, referring to the theory, methods and empirical outcomes
 - c. must show the ability of the graduate to conduct research autonomously
 - d. must use the research methods presented during the studies or wider,
 - e. must be a presentation of the graduate's own research
 - f. in case of a traditional thesis, it should be around 80 pages of conventional typescript long (160 000 signs including spaces).
6. All the thesis must meet the formal requirements specified in annex B and follow the layout specified in annex D.
7. Thesis (*licencjat* and *magister*) can be written in the form of a scientific article, following the rules:
 - a. Text of the article has the structure typical to scientific articles from this area (around 10 000 - 12 000 words)
 - b. The scientific article should contain the annex which can present broader the literature overview, used research method and the results. The annex is a form of guide for the supervisor and a proof that the student analysed those elements of the thesis.

- c. There is no requirement regarding the compatibility of the language used in the article and the annex.
 - d. There is no requirement of publishing the thesis before the defence.
 - e. The supervisor can be co-author of the article (in part no bigger than 40%), the annex has to be written by the student independently.
 - f. The fact that the thesis is written in the form of a scientific article has to be mentioned in the thesis review.
8. Thesis defended on the program conducted in Polish can be written in Polish or in English. Thesis defended on the program conducted in English must be written in English.
9. The thesis can be written by two students. All authors submit the statement which contains the substantive and percentage input to each chapter of the thesis. The input of each student is equal - 50% in case of thesis in traditional form and no less than 40% in case of thesis in the form of an article (taking into account 20% input of the supervisor). In the review (in the comments section), the supervisor must prove that the collaboration of the students is reasonable.
10. The thesis can use parts of term papers from other subjects from studies, although these parts should be extended with the supervisor's guidance. The student submits the relevant statement about using part of term papers and about the contribution in its creation (the statement is similar to the one submitted in case of thesis written by two students).

§ 4 Evaluation of thesis

1. The thesis supervisor is appointed by the EUH. In case of conflict of the interests or suspicion of non impartiality, student or supervisor can submit a request to EUH to change the supervisor. The request should be submitted before the reviewer will give a mark or submits recommendations regarding the thesis corrections.
2. Employees of the Faculty of Economic Sciences can report to the EUH the impossibility to review the thesis in the current round of thesis defences. This justified request can be submitted once a year, no later than two weeks before the scheduled submission of thesis date, specified in the academic calendar. Lack of the report is interpreted as the agreement to review the thesis assigned by the EUH in the required term.
3. Thesis are evaluated by the supervisor and the reviewer (reviewers), based on the rating scale from the review form, specified for *licencjat* and *magister* thesis in the annex A. Questions in the review form refer to the requirements for the thesis. Points in the form have auxiliary character.
4. Thesis are rated according to the below rules, although half grades are permitted:
 - a. Outstanding work (grade 5!) - the thesis that significantly exceeds the program of the studies, contains essential input to the science and can be published in recognised scientific journals.
 - b. Very good work (grade 5) - the thesis that significantly uses content specified in the curriculum, which fully meets the requirements for the thesis.
 - c. Good work (grade 4) - a thesis which uses content specified in the curriculum in a moderate way and meets the requirements for thesis in major part .
 - d. Sufficient work (grade 3) - thesis sufficiently uses content specified in the curriculum, partly meets the requirements for the thesis.
 - e. Unsatisfactory work (grade 2) - thesis insufficiently uses content specified in the curriculum, meets the requirements in a small extent, contains major substantive errors which effect in incorrect conclusions.

5. Unsatisfactory work is directed to correction in field and term agreed between the supervisor and reviewer (in the comment section of the review). The period for revisions is not shorter than one month. Student and/or the supervisor inform EUH in writing in case of the decision about not making corrections.
6. In case of positive grades - if they vary in at least 1,5 - the supervisor can submit a request to EUH to appoint a second reviewer.
7. Each thesis is checked in the anti-plagiarism system. The supervisor directs the thesis to be checked in the anti-plagiarism system available in UWTA. In a situation when the report shows many similarities to other works, the supervisor is obliged to withdraw the thesis and call the student to correct the work. Thesis in which the copyright infringement was found cannot be a base to obtain the right to proceed to the degree examination. Student can obtain the right to proceed to the degree examination after submitting a new thesis in the next study cycle.
8. The reviewer of thesis written by two students, apart from the merit evaluation, also evaluates each student's input and added value which is an outcome of collaboration in writing the thesis.
9. Review forms (templates) are uploaded to UWTA.
10. The grade from thesis is the arithmetic average of the grade from the supervisor and the reviewer (or both reviewers according to condition from § 4 s.5).
11. The reviews of the thesis are uploaded to the UWTA by the supervisor and the reviewer. The person who uploads the thesis to the UWTA, confirms it at least three days before the degree examination term.
12. In case of lack of delivering the thesis review or delivering it not on time, the degree examination term is postponed to the nearest possible date and the EUH has the right to punish the reviewer by deducting hours from the teaching load in range of two hours for each late or undone review. The employee who did not submit the review on time, submits an explanation on writing to EUH with an explanation of late/not delivering the review, immediately after the planned date of delivering the review. Late or not delivering the review can be a base for a negative evaluation of the employee by EUH and/or the Curriculum Council.
13. The thesis can be directed to different types of contests, according to the rules of those contests. In particular, *magister* thesis can be directed to A.Semkow contest, organised by the Faculty of Economic Sciences.

§ 5 Thesis submission

1. Thesis contains the statement (signed by hand or electronically, specified in annex D):
 - a. the supervisor (or supervisors) confirming the supervision of the preparation of *licencjat/magister* thesis and the fact that it meets the requirements to present it during the procedure of granting the professional title. In case of thesis in the form of scientific article, the supervisor (supervisors) specify their input in the article which is a part of the thesis and confirm that the thesis annex was written autonomously by the graduate/s.
 - b. author/s confirming that the presented thesis was written by the graduate autonomously, that it does not contain content gained not in accordance to the applicable rules, that it was not used before to gain the professional title at university and that it is identical to the one attached in electronic version. In the

case of thesis in the form of scientific article, the graduate submits the statement about the percentage in the scientific article and preparing the annex to the thesis autonomously.

2. Student uploads the thesis to UWTA system autonomously in the term of submitting the thesis. Immediately, the supervisor gets acquainted with the anti-plagiarism report and accepts the thesis in UWTA system. Lack of acceptance in the UWTA system by the supervisor causes suspension of the procedure of transferring the thesis to be reviewed.
3. A detailed description of the procedure of submitting thesis is contained in annex D.

III. Detailed rules of conducting the degree examination

§ 6 Rules of creating the committee and conducting the thesis defence

1. For each thesis defence, EUH appoints the examination board proper to the level of education. The EUH makes efforts to ensure that the chairman and member of the board lead only degree examinations on the same level of education.
2. The Students Office provides technical support of the defences.
3. The exam board includes: chairman, member, supervisor and reviewer. Secretary can also be included in the exam board. Each person can perform only one function.
4. Thesis defences are as a rule conducted on-site. In individual cases they can be conducted in a remote mode, using the video conferencing software.
5. In case of thesis defences conducted on-site in exceptional cases the supervisor or the reviewer can take part in the defence via videoconference or via telephone using the speaker and the student via videoconference. In the case of thesis defences conducted remotely, all the exam board members and the student are using the video conferencing software and are seeable and hearable.
6. The task of chairman, member, reviewer and supervisor is to formulate three questions together.
7. The chairman indicates a person responsible for preparing the exact minutes of the defence.
8. The chairman of the board is employed as a professor or have the profesor scientific degree. The supervisor (or one of the supervisors) and the reviewer are academic teachers with at least a PhD degree. The secretary should possess at least MA degree.
9. The degree exam is oral. The defence takes around 30 minutes together. The student, after getting acquainted with the questions have 5-6 minutes to prepare a draft of the answer.
10. The chairman, member, reviewer and the supervisor estimate all three answers and set the grade for each answer and the final result of the degree examination. The final result of the degree examination is no lower than the average arithmetic grade from the questions. In case of lack of consensus, the opinion of the chairman is conclusive.
11. The secretary has no right to ask questions and judge the answers.
12. In case of on-site defence with remote participation of the supervisor or the reviewer, signatures on the protocol are collected in a circular mode no later that within two weeks from the date of the exam.
13. The committee which conducts the degree examination awards the graduate with the adequate professional title:
 - a. *licencjat* after passing the *licencjat* degree examination
 - b. *magister* after passing the *magister* degree examination.

§ 7 Substantive requirements of the degree examination

1. During the degree examination (thesis defence) on each level of studies the student answers three exam questions.
2. The questions concern: 1) basic conclusions from the thesis, 2) content specified in the curriculum and 3) content of the thesis.
3. The answer to a question from the content specified in the curriculum verifies the general knowledge regarding the chosen subject or few combined subjects.
4. The answer to a question from the content of the thesis verifies if the student can refer to the objections from the review, it also shows the autonomy of the conducted research or rates the knowledge of subjects connected directly with the thesis.
5. The answer to the question regarding basic conclusions from the thesis rates the way of presenting the results of the work, verifies the understanding of field of study content, specified in the curriculum and the subject of the thesis and the added value that results from the thesis.
6. The aim of the degree examination is to rate the general knowledge of the field of study content specified in the curriculum, communication skills regarding the own scientific achievements, critical rating of the possessed knowledge and the content received.
7. The degree examination is conducted in Polish or in English for students studying on the program conducted in Polish. The degree examination is conducted in English for students studying on program conducted in English.

IV. Detailed rules of monitoring the diploma examination process

§ 8 Rules of conducting the diploma examination process analysis

1. The Teaching Council each year (in the winter semester) conducts the diploma examination process analysis realised in the previous academic year.
2. The Teaching Council prepares the report which contains the results of analysis and information about the planned corrective actions or perfecting the diploma examination process. The report is submitted to the UEC (University Education Council) by the end of the winter semester.
3. The report contains the analysis of the reviews, thesis grades, exam questions and grades from the degree examination. The report can also contain the analysis of the chosen thesis written in the form of a scientific article.
4. The report can contain the elements of the quantitative and qualitative rating. The report shows the major trends and regularities and deviations from the norm. The range of the thesis is set each year by the Chairperson of the Teaching Council (EUH).
5. The Teaching Council pays attention particularly to the below elements of the diploma examination process analysis:
 - a. obeying the term of providing the students with reviews of the thesis,
 - b. objectivity, completeness and accuracy of reasoning of the thesis rating (formulated by the supervisor and the reviewer),
 - c. the reasoning of differences in the thesis ratings (rated by the supervisor and the reviewer),

- d. following the procedure and the substantive scope of conducting the degree examination (the compatibility with the requirements specified in the detailed rules of the degree examination process).
6. In the case of stated irregularities, the Teaching Council specifies the procedures of corrective actions implementation or actions improving the degree examination process on each stage.

V. Rules of involving lecturers to the degree examination process

§ 9 Rules of rewarding the employees

1. Each academic year the academic teacher can direct no more than 17 seminar participants. In exceptional cases, EUH can increase the limit up to 22.
2. The Teaching Council recommends taking under consideration in *pensum* of the academic teacher:
 - a. for conducting undergraduate thesis seminar - 4 hours for each seminar participant per semester,
 - b. for participation in the degree examination board as chairman, reviewer or member - 0,5 hours per 1 examined person; participation as the reviewer is obligatory and it is not included in the salary,
 - c. for elaborated review of thesis prepared on time - 2 hours; the review performed by the supervisor is mandatory and is not included in the salary,
 - d. for individual consultations for students who finish their thesis - 4 hours for each seminar participant (in case of first cycle studies) and 6 hours for each seminar participant (in case of second-cycle studies) under the condition that the thesis is accepted by the seminar instructor. The amount of calculated hours is constant and does not depend on the amount of supervisors. The co-supervisors split the amount of calculated hours between themselves.

Annex A - Questions in the diploma (bachelor and master) thesis review with grading scale and evaluation

Annex B – Formal requirements for diploma thesis

Annex C – Procedure of submitting the diploma thesis

Annex D - Layout pattern of the diploma thesis

Annex A – Questions in the diploma thesis review with grading scale and evaluation

General comments:

1. The evaluators of the thesis are expected to assume a position on all the above-mentioned questions in the form of a developed statement.
2. The assessment of the thesis is a two-stage procedure: stage one - the reviewer scores particular features of the thesis, which allows determining the approximate final grade and substantively justifies it, which creates the basis for the final assessment.
3. Evaluation points are assigned to the thesis content and to its formal aspects separately. Two separate minimal number of points are set out for these, deciding whether the thesis can be positively assessed.
4. The same work form is used to evaluate bachelor and master thesis. Thesis evaluation refers to the level of study. Scoring and evaluation of the thesis should take into account the differences in the requirements for bachelor and master thesis.

1. Substantive thesis assessment (minimum passing score: 25 points)

- a) **MOTIVATION:** What kind of goal (research problem, task) was set for the thesis? Has its significance been justified? **(0-5 points)**
- b) **RESEARCH QUESTION AND HYPOTHESIS:** Were research questions and/or research hypotheses made in the thesis? What kind of questions? **(0-5 points)**
- c) **METHOD:** What research method was used in the thesis? Is it adapted to the thesis purpose? Has it been applied correctly? (choice of method and adaptation to the purpose of thesis (0-5 points), scope and correct use (0-5 points))
- d) **KNOWLEDGE:** Has the knowledge acquired during the given degree in the studied field of study been used at work? How can the level of knowledge acquisition (basic, satisfactory, in-depth, extended) be assessed? Is the student able to combine knowledge from different areas, use the achievements in different fields (which?) etc.**(0-5 points)**
- e) **LITERATURE AND DATA:** Is the selection of literature and/or empirical material accurate and current? (selection of literature and/or empirical material **0-5 points**, use of them in thesis **0-5 points**)
- f) **RESULTS:** Has the purpose of the thesis been achieved? Have the research hypotheses been verified? Was the answer to the research questions received? Does the thesis contain errors that affect the correctness of the conclusions drawn? **(0-5 points)**
- g) **ARGUMENT LOGIC:** Is the way of conducting and describing the argument correct? Has the logic of the argument been kept? Was the narrative well conducted? **(0-5 points)**

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

- a) **TITLES:** Were the title and the chapter headings formulated correctly and adequately the thesis content? **(0-2 points)**
- b) **STRUCTURE:** Is the thesis properly structured? **(0-2 points)**
- c) **INTRODUCTION and CONCLUDING CHAPTER:** Do the introduction and the concluding chapter clearly state the Author's intentions, thesis contents, the method used and the results achieved? **(0-2 points)**
- d) **REFERENCES:** Are the referencing and quotation techniques applied correctly (references, quotes, discussions, bibliography etc.)? **(0-2 points)**
- e) **EDITING:** Are charts, graphs, and statistical appendices built appropriately? Is their graphic form acceptable? **(0-2 points)**
- f) **LANGUAGE:** Was the thesis written concisely, correctly from a literary point of view, etc.? **(0-2 points)**
- g) **TERMINOLOGY:** Was the thesis written correctly in terms of terminology? Do any terminological errors in the thesis affect the correctness of the conclusions? **(0-2 points)**

3. Other comments:

- scope and date of thesis corrections (if thesis requires them),
- information if the thesis was written in the form of scientific paper
- information wheater co-authorship is justified (if the work was written by two students).

Overall 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 plus (4, 4+)	to ~ 80%	40-47
Satisfactory, satisfactory plus (3, 3+)	to ~ 65%	30-39
Unsatisfactory (2)	to ~ 50%	0-29 points

Outstanding work (grade 5!) - a thesis which significantly exceeds the program of the studies, contains essential input to the science and can be published in recognised scientific journals.

Very good work (grade 5) - a thesis which significantly uses content specified in the curriculum, which fully meets the general requirements for the thesis.

Good work (grade 4) - a thesis which uses content specified in the curriculum in a moderate way and meets the general requirements for thesis in major part.

Satisfactory work (grade 3) - thesis sufficiently uses content specified in the curriculum, partly meets the general requirements for the thesis.

Unsatisfactory work (grade 2) - thesis insufficiently uses content specified in the curriculum, meets the general requirements for thesis in a small extent, contains significant substantive errors which effect in incorrect conclusions.

Annex B – Formal requirements for diploma thesis

General recommendations:

Both graduate and undergraduate thesis projects must show the author's ability to conduct academic research (documentation, presentation) and academic writing. The elements evaluated are: the project structure, title, abstract, introduction, conclusions, bibliography, annotation, charts and graphs, appendices, clarity of argument, academic language.

The style of writing used in the thesis should be clear and concise. The recommended length may be exceeded, but only in justified cases. The method of thesis edition should comply with the standards listed below, established by the Faculty of Economic Sciences, University of Warsaw.

Specific remarks:

1. **Required layout of diploma thesis (written in a traditional way)**, specified in Annex D
 - a. title page
 - b. page with signed statements of the supervisor and author (authors) of the thesis; in the digital version of the thesis this page with signatures should be included as a colour-scanned (resolution 150 dpi) image
 - c. page with a summary of the thesis, Erasmus codes and thematic classification
 - d. table of content,
 - e. the body of the text,
 - f. bibliography
 - g. list of indexes, including:
 - i. Index of Abbreviations, (optional, if applied),
 - ii. Index of Tables (optional, if applied),
 - iii. Index of Figures (optional if applied),
 - iv. Index of Appendices (optional if applied),
 - v. Appendices (optional if applied)
2. **Font and size** of the **main font** in the main text body: Times New Roman or similar, 12 pts.
3. **The table of content** should contain titles of all chapters and sub-chapters. Three subsection levels are allowed.
4. **Main text** – spacing - 1.5 lines. Space of 1 line is allowed: in titles, descriptions of images tables and sources - with longer names of titles and content going to the next line. One line spacing is allowed for 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 2.5 cm, no extra margin for binding.
6. **Page numbering** – from the title page (number 0 without number view on this page), at the bottom of the page, centered, Times New Roman or similar font, 12 points - applies to all worksheets.
7. **Emphatic font formatting.** Foreign words and phrases should be written in *italic*, apart from names or common expressions. Words and phrases emphasised should be written in *expanded form* or in **bold**. The first of these forms is recommended. Quotes should be put in quotation marks, longer quotes can be blocked and indented in relation to the main text, a space of 1 line and a smaller font (10 points) are allowed.
8. **Footnotes** - font 10 points, at the bottom of the page, continuous numbering throughout the whole text, spaced between margins, texts going to the second line should be wrapped with a offset showing the footnote number. In the main text, the place to which the footnote refers is marked by a consecutive number written as superscript. If the footnote relates to the term (word), it should be put after the word, if the footnote applies to the sentence or several sentences (e.g. quotation), it should be put at the end of the last sentence (quotation). As a rule, the footnotes do not contain bibliographic items, they supplement the topics discussed in the text.
9. **Main sections** of the thesis should begin from the new page. **Titles of chapters** and sections - in bold. Chapter titles should start from the left margin with longer texts wrapping

(exceeding the poem) or centered. **Sub-chapter titles** should start from the left margin. Spaces in titles and subtitles: 1 row. Spaces between chapter and subsection titles and text: 1.5 lines.

10. **Tables** – table heading numbering should run continually, from 1 to the number of the last table in the thesis. All tables should contain headings and source references. Title from the left margin, followed by a dot and the content of the table title, space from the table - one row. The longer content of the table title wrapped in further lines with offsetting the view of the word "Table with number and period". Table centered between side margins on the page. Table header line in bold, centered in cells. Single-line table frames. Do not use field obfuscation fillings or coloured fonts. In the column "Specification" - if justified - content aligned to the left. The table format - if justified - should be adapted to the width of the page text or placed on a separate horizontal page. Font size adapted to the character of the table. It is recommended to use a font size 12 points.
11. **Figures (graph, chart, image)** – All figures have headings and source references, placed below or above the figure from the left margin with the sequential number. A longer heading of the figure exceeding one line should be centered and wrapped with an offset showing words such as "Fig. 12." Center figures between the margins. Citation of the figure source with 10 points font. Space between the heading, describing figure and the source - one line.
12. **Graphics** – to limit the size of the thesis file (containing a large number of graphics or large size graphics, which increase the thesis volume to 10-30 MB), it is recommended to create graphics in the form of separate files in JPG or PNG format, e.g. pasted into the text with a link. The thesis file and graphics should be in one folder. The graphics should not contain significant fragments of text.
13. **References to literature in the text** - provide the name(s) of the author(s) and year in brackets after the cited information or text, e.g. (Kowalski, 2015) or (Nowak et al., 2020). Do not include full bibliographic references in the annotations.
14. **Bibliography** – references in alphabetical order according to the authors 'names, institutional authors' titles or titles, start each entry from the left margin, wrap texts longer than one line with offset at the width of the tab, centered, spacing of lines in one position: 1, between positions free line with space of 1, preferably in APA format, available in Google Scholar. If the nature of the thesis requires it, the bibliography can be divided into parts. The description of materials obtained via Internet should contain information about the author (individual or collective) of the document, the title of the document, if possible the date of its creation, website address, and the date of accessing this page. Bibliographic items should not be numbered.
15. **List of indexes** – including: Index of Abbreviations, Index of Tables Index of Figures, Index of Appendices – if they appear in the thesis, longer descriptions should be wrapped with an offset showing the words eg "Table 12.". "Fig. 13.". Appendices names should be regarded as subtitles. The entire LIST OF INDEXES should be regarded as the TABLE OF CONTENT.
16. **Thesis in English** – Thesis layout should be the same as the thesis layout written in Polish. In addition, keywords should be placed in Polish (centered, in brackets under the words in English); on the page with the summary "Title of work in English" should be changed to "Title of thesis in Polish" and the polish translation of the title should be written below.
17. **Thesis written in the form of a scientific paper** - the layout of the thesis in the form of a scientific paper is as follows:
 - a. Title page
 - b. page with signed statements of the supervisor and author (authors) of the thesis; in the digital version of the thesis this page with signatures should be included as a colour-scanned (150 dpi) image,
 - c. page with the summary of the thesis, Erasmus codes and thematic classification
 - d. table of content,

- e. page with the text "Scientific paper".
- f. The content of the scientific paper, formatted uniformly in accordance to the requirements of the selected journal. The scientific article contains a bibliography and possible annexes.
- g. Page with the text "Supplement"
- h. Content of the supplement. The supplement may contain a list of references related to the content of the supplement at the end of it.
- i. List of indexes, including:
 - i. Index of Abbreviations (optional, if apply),
 - ii. Index of Tables (optional, if apply),
 - iii. Index of Figures (optional if apply),
 - iv. Index of Appendices (optional if apply),
 - v. Appendices (optional if apply)

Annex C – Procedure of submitting the diploma thesis in UWTA system

STEP 1:

The student sends a diploma thesis by e-mail to the Student Office, to the person who administers the given program and year of study. On this basis the Student Office creates a repository place in UWTA / USOS system for the thesis. The thesis contains the supervisor's statement signed by hand (signature scan) or digitally, as well as the Author's statement. The electronic file must have an appropriate name (according to the table below). Thesis in digital version is in editable format (e.g. * .doc, * .odt, * .txt) and / or in * .pdf with the possibility of searching and copying the text.

STEP 2:

After creating a repository place in UWTA / USOS, the student uploads the diploma dissertation. To upload the thesis, at the USOSweb page, from the NEWS tab, select the item: UWTA - Archive of diploma thesis and perform the following actions:

- 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 "Forward for approval by the supervisor".

STEP 3: The student provides a complete set of documents to the Students Office. Those are:

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

The student does not fill out the circulation card, the card is issued at USOSWeb by the Students Office. The student at the time of submitting the thesis should be accounted with 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 for the diploma fee to the individual fee account, which the Students Office records in USOS. The student pays for the diploma in Polish and, on request, a copy of the diploma in English.

STEP 4: The supervisor immediately after uploading the thesis by the student, submits the thesis to be checked with the JSA anti-plagiarism program available in UWTA / USOS. The program checks the thesis for the non-compliant use of other people's intellectual property. If the report does not raise any objections, the supervisor immediately accepts the JSA report and next - thesis in UWTA / USOS. The supervisor is obliged to print out the anti-plagiarism report, sign it and deliver to the Students Office until the time of the thesis defence.

STEP 5: The Students Office enters the names of the reviewers in UWTA / USOS system as soon as they are indicated by the Head of the Teaching Unit. Acceptance of the thesis in UWTA / USOS by the supervisor, makes it automatically available for review in an electronic version. The Students Office also provides reviewers with paper copies of the thesis. The supervisor does not receive a paper copy of the thesis.

STEP 6: The supervisor and reviewer upload their diploma thesis reviews to UWTA / USOS, not later than 3 days before the planned thesis defence. The Student Office prints out the reviews while preparing documents for defence. There is no other way to provide a review than through UWTA / USOS system.

Remark 1: Students who have submitted their diploma thesis but have not defended it, submit their willingness to defend the thesis to the Student Office (according to the academic calendar).

Remark 2: File names with thesis. Due to the requirements of the thesis archiving system, files containing the thesis should be given a name strictly according to the following formula: type of diploma-pesel, where:

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

Files names must be written in upper case characters, can not contain spaces or Polish characters (ą, ć, ę, ł, ń, ó, ś, ż, ź).

Examples of file names:

- Bachelor thesis of a part-time student with PESEL No. 39130103333 in Word format: **2400-LIC-EK-39130103333.doc**
- Master thesis of part-time (weekend) students with PESEL No. 12073013333 in Acrobat format: **2400-MGR-EK-12073013333.pdf**
- Master thesis of a student of English-language studies: International Economics with the PESEL number 12073013333 in Word format: **2400-MGR-IEC-12073013333.doc**
- Master thesis of English-language student Quantitative Finance with the PESEL number 12073013333 in Acrobat format: **2400-MGR-QF-12073013333.pdf**

Type of diploma	Studies in Polish	Title
2400-LIC-EM	1st degree, field of studies <i>ekonomia</i> , major <i>ekonomia międzynarodowa</i>	bachelor diploma
2400-LIC-EP	1st degree, field of studies <i>ekonomia</i> , major <i>ekonomia przedsiębiorstwa</i>	bachelor diploma
2400-LIC-FIR	1st degree, field of studies <i>finanse, inwestycje i rachunkowość</i> or 1st degree, field of studies <i>finanse i rachunkowość</i>	bachelor diploma
2400-LIC-FIR-FPiP	1st degree, field of studies <i>finanse, inwestycje i rachunkowość</i> , major <i>finanse publiczne i podatki</i> or	bachelor diploma

	1st degree, field of studies <i>finanse i rachunkowość</i> , major <i>finanse publiczne i podatki</i>	
2400-LIC-IE	1st degree, field of studies <i>informatyka i ekonometria</i>	bachelor diploma
2400-LIC-EK	1st degree, field of studies <i>ekonomia</i> , major <i>międzykierunkowe studia ekonomiczno-menedżerskie</i>	bachelor diploma
2400-LIC-EK	1st degree, field of studies <i>ekonomia</i> , major <i>międzykierunkowe studia ekonomiczno-matematyczne</i>	bachelor diploma
2400-MGR-EK	2nd degree, field of studies <i>ekonomia</i> , studia zaoczne	master diploma
2400-MGR-FIR	2nd degree, field of studies <i>finanse, inwestycje i rachunkowość</i> or 2nd degree, field of studies <i>finanse i rachunkowość</i>	master diploma
2400-MGR-FPP	2nd degree, field of studies <i>finanse, inwestycje i rachunkowość</i> , major <i>finanse publiczne i podatki</i> or 2nd degree, field of studies <i>finanse i rachunkowość</i> , major <i>finanse publiczne i podatki</i>	master diploma
2400-MGR-IE	2nd degree, field of studies <i>informatyka i ekonometria</i>	master diploma
2400-MGR-EM	2nd degree, field of studies <i>ekonomia</i> , major <i>ekonomia międzynarodowa</i>	master diploma
2400-MGR-EP	2nd degree, field of studies <i>ekonomia</i> , major <i>ekonomia przedsiębiorstwa</i>	master diploma

Type of diploma	Studies in English	Title
2400-LIC-FII	1st degree, field of studies <i>finance, investment and accounting (finanse, inwestycje i rachunkowość)</i> , major <i>Finance and International Investment (finanse i inwestycje międzynarodowe)</i> or 1st degree field of studies <i>finance, international investment and accounting (finanse, inwestycje międzynarodowe i rachunkowość)</i>	bachelor diploma
2400-MGR-IEC	2nd degree, field of studies <i>economics (ekonomia)</i> , major <i>international economics (ekonomia międzynarodowa)</i> or 2nd degree, field of studies <i>international economics (ekonomia międzynarodowa)</i>	master diploma
2400-MGR-QF	2nd degree, field of studies <i>finance, investment and accounting (finanse, inwestycje i rachunkowość)</i> , major <i>quantitative finance (finanse ilościowe)</i> or 2nd degree, field of studies <i>quantitative finance (finanse ilościowe)</i>	master diploma

2400-MGR-DS	2nd degree, field of studies <i>informatics and econometrics (informatyka i ekonometria)</i> , major Data Science or 2nd degree, field of studies <i>Data Science and Business Analytics (data science i analityka danych)</i>	master diploma
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Annex D – Layout pattern of the diploma thesis
/ in a separate file /