

RECTOR
OF THE WARSAW SCHOOL OF ECONOMICS

ZOWA-0161/ZR-13-125/10

ORDER No. 13

of 16 March 2010

on the rules of submission, archiving and availability of degree theses

According to Article 56 Section 1 of the Statute of SGH and in compliance with Article 2 Section 2 of the Order of Minister of Science and Higher Education of 2 November 2006 on the study documentation procedures (Journal of Laws No. 224, point 1634) and Article 51 and 52 of the Rules and Regulations of Studies of the Warsaw School of Economics which constitutes an annexe to Resolution No. 346 of the SGH Senate of 23 April 2008 with later amendments, it is hereby ordered as follows:

Article 1

1. The thesis should be submitted in one print copy or in the number of print copies corresponding to the number of authors and in the PDF electronic format. The print copy should be double-sided, bound in a flexible flat cover with the transparent front and the spine permanently binding the pages.
2. The first page of the thesis is the title page laid out according to the template in Annexe 1 to this order, the last page of the thesis is the Declaration of Author/Authors of Master's/Bachelor's Thesis/Thesis Chapters including the date and the original signature of the author/authors, the template of which is incorporated in Annexe 2 to this order. In the case of collective work, the second page should contain a detailed list of the numbered chapters with corresponding names and surnames of their authors. One chapter can be written by one person only.
3. In the case of a thesis written in a foreign language, its summary in Polish is a mandatory integral part of the thesis. This does not apply to the theses written in the fields of study and extended fields of study conducted in foreign languages.

The summary should contain:

- 1) presentation of the work objective/thesis,
- 2) discussion of the research methods,

- 3) general characteristics of the source materials,
- 4) presentation of the course of thinking (underlying concept of the thesis), specification of conclusions and any other features which can be significant for the synthetic presentation of the work originality.

Article 2

1. The electronic version of the thesis/thesis chapters should be sent by the student to the Local Archiving Service (SOLAD) according to the SOLAD User's Manual, the excerpt of which is incorporated in Annexe 3 to this order.
2. The student is held accountable for the conformity of the electronic thesis version sent to SOLAD to the print version.
3. To ensure this conformity of the electronic version of the thesis/thesis chapters to the print version, the student is obliged to conduct a conformity verification which encompasses the following:
 - 1) comparison of three pages of the electronic version randomly selected and designated by SOLAD to the corresponding three printed pages of the thesis/thesis chapters,
 - 2) confirmation by the student of the conformity of the selected extracts in the electronic and print versions of the thesis/thesis chapters.
4. After the conformity has been confirmed by the student, SOLAD will automatically generate the Thesis/Thesis Chapters Loading Card, the template of which is incorporated in Annexe 4 to this order. The Thesis/Thesis Chapters Loading Card should be printed by the student.
5. If there is no conformity of the electronic version to the print version, the student should load the correct file containing the thesis/thesis chapters and repeat the procedures specified in section 3 and 4.
6. Every verification of the thesis/thesis chapters resulting in the lack of conformity of the electronic version to the print version is recorded in the system and in the Thesis/Thesis Chapters Loading Card.

Article 3

1. After the student has confirmed the conformity of the thesis/chapters in SOLAD to the thesis print version, the thesis will be automatically verified by the plagiarism detection system.
2. When the automatic verification procedure has been completed the system will generate the Similarity Report. This report will be available in SOLAD for the Dean's Office, the supervisor and the student and will be also sent to the e-mail addresses of the supervisor and the student in the domain sgh.waw.pl or the address indicated in SOLAD.

3. After the Similarity Report has been made available, the student should print the following documents from SOLAD:
 - 1) Similarity Report in the shortened form, the template of which is incorporated in Annexe 5 to this order;
 - 2) Plagiarism Detection Card in one of the three versions, the templates of which are incorporated in Annexes 6.1 – 6.3 to this order.
4. The document mentioned in Section 3 Point 2 is printed automatically according to:
 - 1) Annexe 6.1 when the similarity ratios do not exceed the following thresholds: of 35% for similarity ratio 1, of 5% for similarity ratio 2, and there is no alert in the Similarity Report,
 - 2) Annexe 6.2 when the similarity ratio 1 exceeds the threshold of 35% or similarity ratio 2 exceeds the threshold of 5% and there is no alert in the Similarity Report,
 - 3) Annexe 6.3 in the case of an alert in the Similarity Report (the value of similarity ratios does not determine this printout).

Article 4

In the case of collective theses each student should follow the procedure specified in Article 2 and 3 referring to the chapters he/she is the author of.

Article 5

1. The thesis/thesis chapters is/are eligible for evaluation only if the following documents are submitted by the student to the supervisor:
 - 1) one print copy of the thesis prepared according to the rules specified in Article 1,
 - 2) Thesis/Thesis Chapters Loading Card,
 - 3) three randomly selected pages of the thesis/thesis chapters which have undergone the verification procedure of conformity of the electronic version to the print version, printed out from SOLAD,
 - 4) Similarity Report in the shortened form,
 - 5) Plagiarism Detection Card,
 - 6) Thesis Evaluation Form, the template of which is incorporated in Annexe 7 of this order,
 - 7) The list of documents specified in Article 6 Section 3 Point 1.
2. Upon approval of the thesis/thesis chapters the supervisor checks whether the procedure of verification of conformity of the electronic version to the print version has been correctly accomplished and checks how many times the work has been loaded into SOLAD. If more than three loading procedures have been recorded the supervisor will compare the electronic version against the print version.
3. In the case of discrepancy between the version printed out from SOLAD and the print version of the thesis/thesis chapters submitted to the supervisor, the supervisor will

recommend loading the appropriate version into SOLAD according to the rules defined in Article 2 and 3.

4. If the result of the check mentioned in Section 2 is positive, the supervisor will sign the Thesis/Thesis Chapters Loading Card.

5. The supervisor completes the Plagiarism Detection Card in the SOLAD print-out in compliance with Article 3 Section 4, which means that he or she assesses the originality of the thesis/thesis chapters.

Instructions for the interpretation of the Similarity Report can be found on the websites of the relevant Dean's Office.

6. If the thesis/thesis chapters is/are assessed as original not requiring any revision, the supervisor will complete the Thesis Evaluation Form.

The title page of the accepted and evaluated print version is marked with a note 'Thesis Approved', signed and dated by the supervisor.

7. If the thesis/thesis chapters is/are assessed as original but requiring some revision, the supervisor recommends revision of the thesis/thesis chapters and the repetition of the procedure starting from the loading stage.

8. If the thesis/thesis chapters is/are assessed as not original or containing intentional distortions, the supervisor does not approve the thesis and puts forward a motion to initiate disciplinary proceedings against the student.

9. In the event of the rejection of the thesis the supervisor informs the student about it and passes the completed Plagiarism Detection Card to the Dean's Office.

10. The student challenging the assessment of his/her thesis/thesis chapters as not original or containing intentional distortions, having familiarised himself/herself with the specific accusations, has the right to appeal for the re-assessment of the thesis/thesis chapters by the Vice Rector for Teaching and Student Affairs. The decision of the Vice Rector is final. Until the matter has been decided by the Vice Rector, the disciplinary proceedings are not taken.

Article 6

1. The thesis signed by the supervisor and the plagiarism detection documentation are passed by the supervisor or the authorised employee of the office of the relevant department/institute to the employee of the relevant Dean's Office and are subject to scrutiny.

2. Upon the receipt of the thesis, the employee of the relevant Dean's Office checks the accuracy of the submitted documents, i.e. whether all the documents have been submitted and whether they have been accurately completed and signed accordingly.

3. The following set constitutes the complete documentation of the thesis:

- 1) List of documents submitted with the thesis/thesis chapters (printed by the student), the template of which is incorporated in Annexe 3 to this order,
 - 2) Declaration of the author of the thesis/thesis chapters, the template of which constitutes Annexe 8 to this order (in the case of the author's consent),
 - 3) Thesis/Thesis Chapters Loading Card,
 - 4) Similarity Report in the shortened form,
 - 5) Plagiarism Detection Card,
 - 6) Thesis Evaluation Form,
 - 7) three pages designated by SOLAD and subjected to verification procedure.
4. After the verification of the submitted documents according to Section 2 and 3, the Dean passes the thesis for a review. The reviewer is obliged to return the evaluated thesis together with the review.

Article 7

The following documents are attached to the personal file of the student:

- 1) one print copy of the thesis prepared according to the regulations specified in Article 1;
- 2) Thesis/Thesis Chapters Loading Card;
- 3) three randomly selected pages of the thesis/thesis chapters subjected to the verification of conformity of the electronic version to the print version, printed out from the SOLAD system;
- 4) Similarity Report in the shortened form;
- 5) Plagiarism Detection Card;
- 6) Thesis Evaluation Form;
- 7) Thesis Review;
- 8) possibly other opinions and decisions relating to the thesis/thesis chapters;
- 9) Declaration of consent to make the thesis/thesis chapters available to other parties, the template of which is incorporated in Annexe 8 to this order (if the student agrees to make his or her thesis available to the other parties).

Article 8

1. Having passed his or her final examination for Master's/Bachelor's studies, the student should submit the completed SGH Leaving Declaration to the Dean's Office (the template is incorporated in Annexe 9 to this order).
2. The information on the defended thesis is sent via SOLAD by the relevant Dean's Office to the ALEPH catalogue of the SGH Library. The print copy of the thesis and other personal files of the student are passed by the relevant Dean's Office to the SGH Archives.

3. The electronic version of the thesis/thesis chapters is archived on the server of SGH. The archiving method will be specified by the director of the IT Centre.

Article 9

1. Following the consent of the author/authors of the thesis/thesis chapters, the thesis can be made available using SOLAD software and the Base of Bachelor's, Master's and Doctor's Theses of ALEPH catalogue of the SGH Library.
2. The following parties have the right to use the theses:
 - 1) professors of SGH and of other universities and research institutions,
 - 2) academics writing habilitation theses and recommended in writing by the heads of organisational units where the dissertations are being prepared,
 - 3) academics writing doctor's theses recommended in writing by their supervisors,
 - 4) assistant researchers recommended in writing by heads of departments/institutes.
3. Any exceptions from the rule in Section 2 can only be made in special circumstances and they always require a written application and approval of the director of the SGH Library.
4. All theses can be used only as reference in the General Reading Room of the SGH Library without the right of copying.

Article 10

Submitting one print copy of the thesis and sending the electronic version of the thesis/thesis chapters to SOLAD system fulfill the obligation stipulated in Article 51 Section 6 of the Rules and Regulations of Studies of the Warsaw School of Economics and constituting an annexe to Resolution No. 346 of the SGH Senate of 23 April 2008 with later amendments.

Article 11

The Vice Rector for Teaching and Student Affairs is hereby entrusted with the supervision of the execution of this order.

Article 12

The order will take effect on the day of signing, legally valid as of 1 April 2010.

RECTOR

Prof. Adam Budnikowski



SZKOŁA GŁÓWNA HANDLOWA W WARSZAWIE
WARSAW SCHOOL OF ECONOMICS

.....Studies

Field of study/Extended field of study:

Specialisation:**

Mode of studies:

Author's/Authors'* name and surname

Student's registration no.

Title of thesis

Master's/Bachelor's* thesis

written in the Department/Institute*

under the academic supervision of

.....

Warsaw 20.....

*Use the appropriate.

**In case of no specialisation or no declaration about specialization the line should be omitted.



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WARSAW SCHOOL OF ECONOMICS

**DECLARATION
OF THE AUTHOR/AUTHORS OF MASTER'S/BACHELOR'S THESIS/THESIS
CHAPTERS***

entitled.....
.....
written by: **student's registration no.**.....
under the academic supervision of

Aware of the legal responsibility, I hereby declare that I am the sole author of the following thesis/thesis chapters* and that the text I am submitting is entirely free from any content that has been acquired contrary to applicable laws and regulations.

I also declare that the present thesis/thesis chapters* has/have* never been subject to a degree-awarding procedure in any institution of higher education.

In addition, I declare that the present version of the thesis/thesis chapters* is identical with the enclosed electronic version.

I hereby agree to subject the thesis/thesis chapters* to a control, also with the use of a programme detecting any traits of assisted work, hereinafter referred to as the programme, and to place the thesis/thesis chapters* in the programme's comparative database in order to protect it against any unauthorised use.

With reference to this I agree to place the electronic version of the thesis/thesis chapters* on the servers of Plagiat.pl and servers of other universities using the programme.

I also give consent to the Warsaw School of Economics and Plagiat.pl for the processing of my personal data included in the thesis/thesis chapters* to the extent necessary to conduct the control with the use of the programme.

Date

Signature of the author/-s of the thesis*

*Use the appropriate.



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WARSAW SCHOOL OF ECONOMICS

EXCERPT FROM THE USER'S MANUAL OF LOCAL ARCHIVING SERVICE (SOLAD)
(A detailed instruction for students and the operator can be found on the websites of Dean's Offices)

1. Log in to SOLAD at <https://solad/lbd/> with the login and password for SGH e-mail.
2. Enter the following data:
 - 1) author of the thesis/thesis chapters* (the putative author of the thesis is the logged in user);
 - 2) organisational unit (relevant Dean's Office), to which the user is assigned;
 - 3) thesis category (Master's, Bachelor's, etc.);
 - 4) thesis supervisor;
 - 5) thesis title;
 - 6) key words describing the thesis (in 10 to 60 characters);
 - 7) thesis description (SYNABA) (in 500 to 1000 characters);
 - 8) declaration of consent to make the thesis/thesis chapters* available to other parties;
 - 9) attach a PDF file with the thesis/thesis chapters.*
3. Verify the conformity of the electronic version to the printed version.
4. Print out from the programme *List of documents submitted with the thesis* presented below and all the documents mentioned in it after conducting all the relevant procedures.

*Use the appropriate.



List of documents submitted with the thesis/thesis chapters^c

Identification data of the thesis/thesis chapters^c

Supervisor:

Author:

Student's registration no.:

Title of the thesis:

Date of uploading the thesis/thesis chapters^c:

No.	Document		To be filled in by the supervisor ^a	To be filled in by the Dean's Office ^b
	Title	SOLAD Document No.		
1	Declaration of the author of the thesis/thesis chapters ^c	2		
2	Declaration of consent to make the thesis/thesis chapters available to other parties (in case of consent by the author of the thesis/thesis chapters ^{c,d})	3		
3	Thesis/Thesis Chapters Loading Card ^c	4		
4	Similarity Report in the shortened form	5		
5	Plagiarism Detection Card	6		
6	Thesis Evaluation Form	7		
7	SGH Leaving Declaration ^e	8		
8	3 pages designated by SOLAD subjected to verification procedure			

^a Please tick the appropriate space after receiving the document from the student. The space to be filled in by the supervisor.

^b Please tick the appropriate space after the documents have been submitted to the Dean's Office. The space to be filled in by the Dean's Office representative.

^c Use the appropriate.

^d Declaration of consent to make the thesis available to other parties submitted only in case of consent to make the thesis/thesis chapters available.

^e SGH Leaving Declaration submitted to the Dean's Office after passing the final examination.

.....
Supervisor's signature

.....
Dean's Office representative's signature

Date of printing:



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WARSAW SCHOOL OF ECONOMICS

Thesis/Thesis Chapters Loading Card *

Identification data of the thesis/thesis chapters*

Supervisor:

Author:

Student's registration no.:

Thesis title:

Date of uploading of the thesis/thesis chapters*:

Verified pages' numbers:

How many times has the student conducted the verification procedure:

DECLARATION OF THE AUTHOR OF THE THESIS/THESIS CHAPTERS*

ENTITLED:

WRITTEN UNDER THE ACADEMIC SUPERVISION OF:

I declare that the thesis/thesis chapters* uploaded to the Antiplagiarism System is/are* identical with the paper version of the thesis/thesis chapters *.

date

Author's signature

date

Supervisor's signature

*Use the appropriate.

Similarity report in the shortened form

Title:	thesis title
Author:	name and surname of the author of the thesis
Supervisor:	academic title, name and surname of the supervisor of the thesis
Report date:	yyyy-mm-dd hh:mm:ss
Similarity ratio 1: %
Similarity ratio 2: %
Threshold of similarity ratio 2:	25
Number of words:
Number of characters:
Omitted URLs:	

The longest fragments identified as similar

Documents which contain similar fragments: from home data base

Documents which contain similar fragments: from other data bases than the home data base

Documents which contain similar fragments: from the Internet



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PLAGIARISM DETECTION CARD

1. Thesis Identification Data

Supervisor

Author/Authors*

Student's Registration No.*

Thesis Title

Type of Thesis

Mode of Studies

2. Similarity Report

Similarity Report has been sent to:
the student's e-mail address:
the supervisor's e-mail address:

3. Parameters

Similarity ratio 1

Similarity ratio 2

Alert: Yes No

The values of the similarity ratios **do not indicate** the necessity of the assessment of the full version of the Similarity Report to prove that the thesis/thesis chapters* is/are* original.

On account of the above, the thesis is regarded as original.

(The full version of Similarity Report – to be used by the supervisor – has been automatically sent by SOLAD to the supervisor's e-mail address in the domain sg.h.waw.pl or to the alternative supervisor's e-mail address provided by the student).

I have no reservations and accept the thesis

Date

Supervisor's signature

*Use the appropriate.



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PLAGIARISM DETECTION CARD

1. Thesis Identification Data

Supervisor
Author/Authors*
Thesis Title
Type of Thesis

Student's Registration No.*
Mode of Studies

2. Similarity Report

Similarity Report has been sent to:
the student's e-mail address:
the supervisor's e-mail address:

3. Parameters

Similarity ratio 1

Similarity ratio 2

Alert: Yes No

The values of the similarity ratios **indicate** the necessity of the assessment of the full version of the Similarity Report in order to assess the originality of the thesis/thesis chapters*.

(The full version of Similarity Report – to be used by the supervisor – has been automatically sent by SOLAD to the supervisor's e-mail address in the domain sgh.waw.pl or to the alternative supervisor's e-mail address provided by the student).

4. Analysis of the full version of the Similarity Report

The identified similarities include the following:

(Please tick the appropriate box)

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 1. The extracts identified as similar are the correctly referenced citations and their volume and scope are justified by the subject of the thesis/thesis chapters* | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 2. The extracts identified as similar are the correctly referenced citations but their scope is not justified by the subject of the thesis/thesis chapters* | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |

3. The extracts identified as similar are short phrases and their similarity to the assessed thesis/thesis chapters* is accidental. Yes No

4. The extracts identified as similar are not the correctly referenced citations, and their similarity to other texts is not accidental and constitutes a case of impermissible borrowing. Yes No

5. Thesis/Thesis chapters* originality assessment

(Please tick the appropriate box)

The thesis/thesis chapters* is/are* original and does/do* not require revision *(Please complete section 6a)* The thesis/thesis chapters* is/are* not original *(Please complete section 6c)*

The thesis/thesis chapters* is/are* original but requires/require* revision *(Please complete section 6b)*

6. Supervisor's Decision

a) The thesis/thesis chapters* is/are* eligible for defence for the following reasons
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b) The thesis/thesis chapters* is/are* not approved and revision is recommended for the following reasons
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c) The thesis/thesis chapters* is/are* not original and the matter is forwarded to the Dean for the following reasons
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.....
.....
.....
.....

Date

Supervisor's signature

*Use the appropriate.



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PLAGIARISM DETECTION CARD

1. Thesis Identification Data

Supervisor
Author/Authors*
Thesis Title
Type of Thesis

Student's Registration No.*
Mode of Studies

2. Similarity Report

Similarity Report has been sent to:
the student's e-mail address:
the supervisor's e-mail address:

3. Parameters

Similarity ratio 1

Similarity ratio 2

Alert: Yes

Due to the occurrence of an Alert it is **necessary** to analyse the full version of the Similarity Report in order to assess the originality of the thesis/thesis chapters*.
(The full version of the Similarity Report – to be used by the supervisor – has been automatically sent by SOLAD to the supervisor's e-mail address in the domain sgh.waw.pl or the alternative supervisor's address provided by the student).

4. Analysis of the full version of the Similarity Report

The identified similarities include the following:

(Please tick the appropriate box)

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|
| 1. The extracts identified as similar are the correctly referenced citations and their volume and scope are justified by the subject of the thesis/thesis chapters* | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 2. The extracts identified as similar are the correctly referenced citations but their scope is not justified by the subject of the thesis/thesis chapters* | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 3. The extracts identified as similar are short phrases and their similarity to the assessed thesis/thesis chapters* is accidental. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | Yes | No |
| 4. The extracts identified as similar are not the correctly referenced citations, and their similarity to other texts is not accidental and constitutes a case of impermissible borrowing | <input type="checkbox"/> | <input type="checkbox"/> |

II. Causes of the Alert

(Please tick the appropriate box)

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| | Yes | No |
| 1. Different alphabet fonts used in the thesis/thesis chapters* were used correctly (e.g. mathematical formulae) | <input type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No |
| 2. The use of various alphabet fonts indicates intentional distortion of the text in order to conceal the features of impermissible borrowing | <input type="checkbox"/> | <input type="checkbox"/> |

5. Thesis Originality Assessment

(Please tick the appropriate box)

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> The thesis/thesis chapters* is/are* original and does/do* not require revision
<i>(Please complete section 6a)</i> | <input type="checkbox"/> The thesis/thesis chapters* is/are* not original
<i>(Please complete section 6c)</i> |
| <input type="checkbox"/> The thesis/thesis chapters* is/are* original but requires/require* revision
<i>(Please complete section 6b)</i> | <input type="checkbox"/> The thesis/thesis chapters* contains/contain* intentional distortions
<i>(Please complete section 6c)</i> |

6. Supervisor's Decision

a) The thesis/thesis chapters* is/are eligible for defence for the following reasons

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b) The thesis/thesis chapters* is/are * not approved and revision is recommended for the following reasons

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c) The thesis/thesis chapters* is/are* not original and the matter is forwarded to the Dean for the following reasons

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.....

.....

Date

Supervisor's signature

*Use the appropriate.



SZKOŁA GŁÓWNA HANDLOWA W WARSZAWIE
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THESIS EVALUATION FORM

.....

(Academic Degree/Title, Name and Surname of the Supervisor)

.....

(Administrative Unit)

I hereby certify that the Bachelor's/Master's* Thesis

entitled

.....

.....

.....

was written under my supervision by Mr/Ms*

.....

Student's Registration No.....

and received the following grade

Date

Supervisor's signature

*Use the appropriate



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DECLARATION OF CONSENT

TO MAKE THE THESIS/THESIS CHAPTERS* AVAILABLE TO OTHER PARTIES

The thesis entitled

.....

written by **student's registration no.**

and supervised by

Having read the Order No. 13 of 16 March 2010 issued by the Rector of the Warsaw School of Economics on the rules of submission, archiving and availability of degree theses, hereinafter called the Order, I declare that I agree to make my thesis/my thesis chapters* available according to the rules stipulated in the Order to the persons indicated by the Order.

I also give my consent to the Warsaw School of Economics for the processing of my personal data included in my thesis/thesis chapters* to the extent necessary for their archiving and availability according to the provisions of the Order.

Date

Author's signature

*Use the appropriate

SGH LEAVING DECLARATION

This is to certify that Student/Graduate
Name and Surname

Current Place of Residence
.....

Current E-mail Address

Current Military Recruitment Commission (WKU) Address*
.....

has met his/her obligations towards the following:

1. SGH Library

Stamp

Date

Signature

2. Centre of Physical Education and Sport

Stamp

Date

Signature

3. Library of the Centre of Foreign Languages

Stamp

Date

Signature

4. SGH Students' Union (if not a resident of SGH Hall of Residence)

Stamp

Date

Signature

5. SGH Hall of Residence

Stamp

Date

Signature

6. The Office of Master's Studies in English (for students undertaking courses in English)

Stamp

Date

Signature

*To be filled in by Polish male citizens only