

**Content and Formal Requirements for Diploma Theses, Mode of  
Thesis Submission and Evaluation**

§ 1

General Provisions

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

§ 2

Subject Matter of Diploma Thesis

1. A diploma thesis shall prove a student's ability to apply the knowledge acquired during the study process, compliant with the learning outcomes in a given field of study, level and profile of study, as well as demonstrate the use of literature in the field. It shall also confirm the ability of creating a coherent and logical text written in accurate Polish, using terminology specific to the discipline of science or practice.
2. The bachelor' thesis shall present the student's knowledge and skills in the discipline defined by the field of study which are useful for solving particular theoretical and practical problems or which constitute a synthetic presentation of knowledge.
3. The master's thesis shall demonstrate the student's knowledge in a given discipline of science and practice related to the field of study, including a critical analysis of the

theory and principles of its application, as well as prove that the student possesses the necessary skills to solve advanced problems in the field of theory and practice, and is able to create a problem-analysis text.

4. A diploma thesis may be, in particular, a written work, a published article or a project work.

### § 3

#### Language of Diploma Thesis

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

### § 4

#### Editorial Requirements

1. A diploma thesis shall be prepared in a number of copies corresponding to the number of authors.
2. The first page of the diploma thesis shall be the title page, prepared pursuant to the template specified by the Rector. The last page shall be the statement of the author of the diploma thesis/ authors of a collective diploma thesis signed and marked with the date, pursuant to the template determined by the Rector.
3. In a collective diploma thesis, on the back of the title page, a detailed list of authors shall be provided (name and surname of each author specifying the numbers of the chapters he/she prepared).
4. Framework structure of a diploma thesis:
  - 1) title page (first page);
  - 2) for a collective thesis, a list of authors with numbers of chapters they prepared (second page - back of the title page) - otherwise this page should be left blank;
  - 3) table of contents;
  - 4) preface/introduction, including: the motivation for choosing the topic, general presentation of the thesis subject matter, its goals, content structure, the applied analytical/research method and description of the literature in the field;
  - 5) chapters devoted to solving the problem addressed;
  - 6) conclusions;
  - 7) list of literature used;

- 8) list of tables and drawings;
  - 9) possible annexes;
  - 10) thesis synopsis (about 900 characters);
  - 11) author's/authors' statement on independent preparation of the thesis pursuant to the applicable law and the template determined by the Rector.
5. Requirements for footnotes and literature, to choose from:
- 1) the Harvard system, i.e. footnotes inside the text, e.g. (Kowalski 2006, p. 3152), or in the list of literature e.g. 1. Mitra, A., 1998. Fundamentals of Quality Control and Improvement, New Jersey, Prentice Hall; footnotes used only for explanations; or
  - 2) a system recommended by the Publishing House of the SGH Warsaw School of Economics, i.e. footnotes at the bottom of the page with continuous numbering e.g. 1A. Mitra, Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998, p. 28, in the list of literature e.g. 1. Mitra A., Fundamentals of Quality Control and Improvement, Prentice Hall, New Jersey, 1998.
6. Requirements for the text of the diploma thesis:
- 1) A4 format, double-sided print;
  - 2) margins: top - 2.5 cm, bottom - 2.5 cm, side - mirror image: inside - 3.0 cm, outside - 2.0 cm;
  - 3) justified (text aligned along both side margins);
  - 4) Times New Roman font;
  - 5) text font size 12 points;
  - 6) source footnote font size 10 points;
  - 7) spaces between lines 1.5 line;
  - 8) continuous page numbering throughout the work.

## § 5

### Acceptance and Evaluation of Diploma Thesis

1. The diploma thesis and the Evaluation Sheet of the Diploma Thesis/Thesis Chapters shall be accepted by the supervisor who shall award a grade and sign the Evaluation Sheet of the Diploma Thesis/Thesis Chapters, pursuant to the template determined by the Rector.
2. The thesis shall be also evaluated by the reviewer in a review of the thesis.

## § 6

### Diploma Thesis Supervisor and Substantive Consultant

1. The thesis supervisor shall be an academic teacher holding a scientific degree and

employed at the SGH Warsaw School of Economics.

2. The scope of the supervisor's scientific and teaching interests shall be in line with the field of study pursued by the student and should relate to the topic of the thesis.
3. In cases justified by an interdisciplinary or application nature of the thesis, the study dean may, in cooperation with the supervisor, appoint a scientific or practical consultant to ensure complementary supervision over the thesis preparation.
4. The supervisor shall oversee the independence of the thesis preparation. Should there be a suspicion that the diploma thesis or its excerpts have not been prepared independently, the supervisor shall immediately pass such information to a competent dean and refuse to accept the thesis.
5. Provisions pertaining to the supervisor shall be applied accordingly to the person stipulated in § 38(2) of these Rules and Regulations.

## § 7

### Review of Diploma Thesis

1. The diploma thesis shall undergo a review based on the criteria below:
  - 1) substantive:
    - a) selection of the topic and adequacy of content,
    - b) thesis structure,
    - c) the mode of handling of the addressed problem,
    - d) the ability to use the knowledge relating to the learning outcomes in the scope of the diploma thesis,
    - e) command of the skills included in the learning outcomes for a given field of study,
    - f) use of literature in the field,
  - 2) formal:
    - a) ability to create a coherent and logical text,
    - b) linguistic accuracy,
    - c) edition of the thesis.
2. The reviewer of a diploma thesis shall be an academic teacher holding an academic degree, whereas his/ her scope of scientific and teaching interests shall be related to the given field of study and the problems of the thesis.
3. If the supervisor of the master's thesis is a teacher holding a degree of *doktor*, the reviewer should be an academic teacher holding a degree of *doktor habilitowany*.
4. The reviewer of the thesis shall be appointed by the dean of the relevant study

programme. The information of entrusting him/her with this responsibility shall be posted to the reviewer's account in the system of electronic mail of the SGH Warsaw School of Economics.

5. The reviewer shall receive access to the electronic version of the diploma thesis in the APD system.
6. The reviewer shall complete the review in the APD, shall print and submit the review to the relevant dean's office within 15 days of the date of passing the information of entrusting him/her with the duties stipulated in Section 4. At the reviewer's request, a printed copy of the diploma thesis may be collected from a relevant dean's office. The reviewer shall return the copy of the thesis together with the review.

## § 8

### Submission of Diploma Thesis to Dean's Office

1. The diploma thesis accepted by the supervisor, along with a set of documents, shall be submitted by the student to the relevant dean's office. The diploma thesis and a set of document may be submitted with the use of means of electronic communication. Submission of the diploma thesis along with a set of documents shall be made in line with the instruction of a dean of a relevant study.
2. The dean's office employee shall check the accuracy and completeness of the submitted documents upon acceptance. Upon submission of the diploma thesis along with a complete set of the required documents to the relevant dean's office, the time limits stipulated in these Rules and Regulations shall start to run. Should the documents be incomplete or incorrectly filled out, the dean's office employee shall not accept the thesis until the documents are completed or rectified. Time limits related to the defence shall not start running until the documents have been completed or rectified.