

UNIVERSITY OF ECONOMY



**INFORMATION ON PROCEDURES
FOR COMPLETION OF FIRST-CYCLE
AND SECOND-CYCLE STUDIES**

Bydgoszcz 2015

I. Submitting and approving topics of diploma theses

1. The topic of the diploma thesis can be proposed by the student if it is a result of his or her direct interests. The topic shall be closely related to the field studied by the student.
2. The subject area of diploma tutorials and topics of diploma theses are approved according to the procedure for the diploma module (*appendix no 3 to the Resolution of the Council of the University of Economy in Bydgoszcz dated 15th September 2015 on the diploma process*).

II. Diploma seminar

1. The diploma seminar is realised in accordance with the plan of studies.
2. The seminar shall be given by an employee of a scientific and didactic unit of the University, holding a title of professor (profesor), habilitated doctor (doktor habilitowany) or doctor (doktor) and a person employed as professor and visiting professor.
3. Within the confines of the diploma seminar the student shall acquire knowledge regarding methodological basis of writing a diploma thesis, including specific features of a given area of education, enabling the participation of students from different fields of study but belonging to the same area (speciality) of studies.

III. Diploma tutorials

1. The diploma thesis is supervised by a promoter. In case of interdisciplinary or specialist theses an additional person can be appointed, i.e. a diploma thesis consultant. It can be another academic teacher or a representative of the industry environment, a specialist in a given field etc.
2. Persons mentioned in item 1 provide the student preparing the diploma thesis with substantive support.
3. Both the student and the promoter are obliged to participate in regular diploma tutorials during which the preparation of the diploma thesis by the student according to the promoter's guidance takes place.
4. Diploma tutorials aim at controlling the progress and providing assistance in preparing the diploma thesis providing for the knowledge of: guidelines for writing a thesis, documenting research findings, using literature and other reference sources, methods of presenting the thesis findings and subjecting them to public discussion.
5. IT system ISAPS is a tool supporting the contact of a student with the promoter (bookmark - „konsultacje dyplomowe” - ‘diploma tutorials’).
6. Except for the final semester, diploma tutorials finish with students obtaining „zal” (‘pass’) - a credit without a grade. Obtaining a positive grade for diploma tutorials in the final semester of studies is the equivalent of the acceptance of the diploma thesis by the promoter and admitting it to the diploma examination. The difference between the grade for diploma tutorials in the final semester of studies and the grade for the diploma thesis entered by the promoter on the review form cannot be higher than 0.5 of the grade.

IV. Formal and editorial requirements regarding the preparation of a diploma thesis

1. Rules for writing footnotes, references and description of appendices etc. are presented in the material available on ONTE distance-learning platform – area „podstawy pisania pracy dyplomowej” ('basis for writing a diploma thesis').
2. A uniform method of writing the diploma thesis, agreed upon with the promoter, shall be used, as presented in item 3.
3. The thesis shall be written carefully both with regard to language and edition. Therefore, the following rules shall be followed:
 - titles of chapters shall be written in bold capital letters,
 - titles of sub-chapters shall be written in bold capital letters,
 - no information in the text shall be singled out – bold is used only for titles of chapters and sub-chapters, italics is used only for foreign words (e.g. Latin words),
 - font: Times New Roman, size 12 pt,
 - line spacing: 1.5,
 - every new paragraph begins with an indentation: 2 cm,
 - adjustment of margins: 2.5 cm,
 - page numbers: external lower corner of the page, the first page – the title page does not have a page number,
 - all charts, schemes, diagrams etc. shall have a number and a caption placed above a given element,
 - information about the source – full record – shall be placed under a given element,
 - wszelkie skróty należy stosować w sposób konsekwentny w obrębie całego tekstu.
 - any abbreviations shall be consequently used throughout the entire text.
4. The final version of the diploma thesis and the abstract are uploaded by the student to ISAPS system. The promoter accepts the diploma thesis and the abstract in ISAPS system.
5. The diploma thesis submitted to the Dean's Office and stored as an element of the records related to the course of studies, shall be printed using a printer setting 'two pages per sheet'.
6. An example of the title page of a diploma thesis is displayed on the University website: www.student.byd.pl, bookmark „Informacje dotyczące egzaminów dyplomowych” (Information on diploma thesis examinations).
7. Diploma theses are verified by an anti-plagiarism system in accordance with the *Anti-plagiarism Regulation*. In case of irregularities, procedures included in the *Study Regulations* and consequently provisions of the law shall be applied.
8. In case of doubts or enquiries regarding formal preparation of the diploma thesis a student shall ask the promoter or the consultant, if appointed, for assistance.

V. Student's responsibilities before taking the diploma examination

1. The student shall submit the diploma thesis and required documents no later than before the scheduled date of completion of studies.
2. The list of documents which shall be submitted to the Dean's Office before the diploma examination and the guidelines for printing the diploma thesis are available on the University

website: www.student.byd.pl, bookmark „Informacje dotyczące egzaminów dyplomowych” (Information on diploma thesis examinations).

3. A student can take the diploma examination after obtaining positive grades for all examinations and credits included in the study plan and programme and the required number of ECTS points as well as after obtaining a positive grade for the diploma thesis awarded by the promoter and the reviewer.

VI. Diploma examination

1. The date of the diploma examination is set out by the coordinator of the office of an entitled scientific and didactic unit no sooner than a week after the required documents have been submitted to the Dean's office.
2. The date of the diploma examination is set out no sooner than after two weeks and no later than a month after the required documents have been submitted to the Dean's office.
3. Information about the date of the diploma examination, the examination committee and the place of the diploma examination is displayed in ISAPS system. The student is obliged to confirm referring to the information electronically.
4. The diploma examination takes place before the Examination Committee appointed by the dean.
5. The Examination Committee is composed of at least three persons. The dean or an academic teacher appointed by the dean is the chairperson of the Examining Committee.
6. The diploma exam shall be rendered in an oral form and in justified cases a different form of the examination can be accepted.
7. At the request of the student or the promoter, in accordance with the *Study Regulations*, the diploma examination can be passed in a foreign language and can be open to the public.
8. The diploma examination consists of two parts: the presentation of assumptions and findings resulting from the diploma thesis and answering randomly selected questions related to the scope of the study programme.
9. A student taking the diploma examination selects three questions out of sixty: two out of forty questions related to the field of study and one out of twenty questions related to the speciality, excluding:
 - 1) students completing first-cycle studies in the field 'philology – applied linguistics': one question related to the field of study, one question related to speciality in philology, one question related to speciality in the second foreign language.
10. The diploma examination subjects for particular levels, fields and areas of study constitute the appendices to the hereby document.
11. The examination subjects are available on ONTE distance-learning platform, bookmark „proces studiowania” (process of studying).
12. After selecting questions, a student shall have 5 minutes to prepare the answers.
13. The presentation of the diploma thesis (in case of engineering studies also the presentation of the diploma project) comprises presenting the main assumptions of the diploma thesis and its findings, and then also answering possible questions asked by the Examination Committee. The student is awarded a grade for the presentation according to the scale of grades from 2 to 5.

14. The answer for every of selected questions is evaluated according to the grading scale from 2 to 5. In case of doubts, the members of the Examination Committee can ask additional questions related to the selected subject.
15. The results of the diploma examination are presented on the same day. The moment of presentation of the results is individually set out by the Chairperson of the Examination Committee and depends on the number of examinees.
16. Studies are completed after obtaining at least satisfactory grade for the diploma examination.
17. The grade for the diploma examination does not need to be identical to the final grade on the diploma of completion of studies. The evaluation rules are as follows:
 - 1) the grade for the diploma examination constitutes the mean average of grades for the answers,
 - 2) the general result of studies constitutes the sum of the following components according to the following rules:
 - a. 0.5 of the average of grades for exams and credits obtained in the course of studies,
 - b. 0.3 of the grade for the diploma thesis,
 - c. 0.2 of the grade for the diploma examination.
18. The grade on the diploma of completion of studies is set on the basis of the following rule:
 - a. under 3.26 – satisfactory (3.0),
 - b. 3.26-3.75 – satisfactory plus (3.5),
 - c. 3.76-4.25 – good (4.0),
 - d. 4.26-4.75 – good plus (4.5),
 - e. over 4.75 – very good (5.0).

The average is calculated to two decimal places.
19. The Examination Committee can award at most one degree higher grade if the student:
 - a. has been awarded the grade of 5 on the diploma examination,
 - b. during the last two years of studies has obtained the average of grades higher than 4.0,
 - c. has not failed any course during the last year of studies,
 - d. has been awarded a very good grade (5) for the diploma thesis.
20. Promoters and heads of scientific and didactic units shall answer all enquiries related to the diploma examination.

VII. Formalities after passing the diploma examination

1. Immediately after the announcement of the results of the diploma examination, it is possible to obtain a written confirmation about the completion of studies and obtaining a professional degree. This confirmation does not include the information about the grade for the diploma examination. However, it can constitute a document certifying the completion of studies in a defined field and area of study until the diploma of completion of studies is obtained.
2. After the grade for the diploma examination is displayed in ISAPS system, the student can obtain a certificate with the final grade for the diploma examination in the Dean's office.
3. The copy of the diploma of completion of studies can be obtained in the Dean's Office no sooner than 30 days after the date of the diploma examination.

4. The diploma of completion of studies and the supplement are granted during a solemn graduation ceremony. Students receive the information about the ceremony via post and it is also displayed on the University website.
5. In case of inability to participate in the ceremony, the documents can be obtained in the Dean's Office 7 days after the ceremony.
6. In case of inability to collect the documents personally, it is possible to authorize another person to collect them. The Dean's Office provides further detailed information.

Vice-Rector
for Education

prof. WSG dr Alicja Kozubska