

*Regulations of the diploma process
of the Alcide de Gasperi University of Euroregional Economy
in Józefów*

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Section 1. Introduction to preparing the thesis

§ 1 [Choosing the supervisor]

1. The conditions for supervisors are defined in the study regulations.
2. The lists of supervisors and reviewers proposed by the competent vice-rector for education are approved by the Senate not later than three weeks before the beginning of the term in which the Diploma Seminar begins.
3. The Head of the Education Service Office keeps records of the diploma Seminars, giving a list of majors of studies, supervisors and general topics of individual Seminars.
4. The student selects a supervisor by enrolling on the appropriate list in the Education Service Office until the last day of the term preceding the term in which they begin the Diploma Seminar. After this deadline, the supervisor is assigned by the University.
5. A student may apply for a change of supervisor for important reasons, no later than by the beginning of the last term of studies. In justified cases, the competent vice-rector for education may agree to change the supervisor in the last term.

§ 2 [Auxiliary supervisor]

1. In a justified case, the Senate, in order to ensure the required level of quality of the diploma thesis, may assign an auxiliary supervisor of the diploma thesis.
2. An auxiliary supervisor may be a person employed at WSGE or another university.
3. The scientific and content-related requirements specified in § 53 of the Study Regulations apply to auxiliary supervisors.
4. The list of auxiliary supervisors is approved in accordance with the procedure set out in § 2 item 1.

§ 3 [Diploma Seminar]

1. Diploma Seminars are part of the study program and are included in the study plan for a given academic year.
2. The diploma Seminar is treated as a form of verification of the assumed learning outcomes for the given study program, during which students confirm their ability to apply the knowledge and skills acquired during their studies and demonstrate the acquired social competences.
3. The results to be evaluated during the Diploma Seminar and the preparation of the diploma thesis, if the study program includes the obligation to prepare it, should be included in the syllabuses of the Seminar by the teachers.
4. The assumed results are achieved using the content and methods chosen by the supervisor.
5. Students receive graded credit (“zaliczenie na ocenę”) for Seminar classes. The condition for completing the last term of the Diploma Seminar is the submission of a complete diploma thesis if the study program provides for its preparation and a positive result of the anti-plagiarism procedure before the completion of the Seminar.

§ 4 [Seminar groups]

1. Diploma Seminars are conducted in groups of 10 to 20 people, and in the case of smaller groups, the competent vice-rector for education decides on the establishment of a Seminar group.
2. Where the registered number of diploma candidates does not allow the establishment of a group and the supervisor wishes to guide a candidate individually, individual Seminar consultations may be organized with the agreement of the competent vice-rector for education.
3. The number of Seminar attendees may be exceeded in special cases and requires the consent of the competent vice-rector for education and the supervisor's willingness to accept diploma candidates over the set limit.
4. In exceptional cases, at the request of the student and with the consent of the supervisor, the competent vice-rector for education may grant permission to transfer the student to another Seminar group.
5. If there are reasons on the part of the person supervising the diploma thesis that could delay its submission, at the request of the student, the competent vice-rector for education appoints an academic teacher to take over the task of supervising it.

§ 5 [Topic of the thesis]

1. In the term in which a student started the diploma Seminar, they are obliged to submit to the Education Service Office a notification of the topic of the diploma thesis with a signature of the supervisor, by 31 October (in the case of students beginning their studies in the winter term) or 31 March (in the case of students beginning their studies in the summer term) at the latest - according to the "Notification of the topic of the diploma thesis" questionnaire constituting *Annex 1* to these Regulations. The notifications of the topic of the diploma thesis are collected in the IT system used to manage the course of study or in the Education Service Office.
2. The subject of the thesis should be related to the field of study and refer to the profile and major of studies.
3. Following an analysis of the list of topics by the Committee for Quality and Learning Outcomes, in particular with regard to their compatibility with the field, profile and major of study, the final topics are approved by the Senate by 15 November or 15 April respectively. The head of the Education Service Office forwards the comments made by the Commission to the relevant supervisors.
4. A student, in consultation with the supervisor, may change the agreed topic of the thesis, but no later than by the end of the first term of the Diploma Seminar, and notify the Education Service Office of this change by submitting a new notification on the topic of the thesis.

Section 2. Thesis

§ 6 [Purpose of the thesis]

1. A thesis is an independent study of a scientific, artistic or practical issue or a technical or artistic achievement, presenting the student's general knowledge and skills related to the studies in a given field, its major, level and profile, as well as the ability of independent analysis and deduction.
2. In the diploma thesis, the student should demonstrate research and editorial skills: language, proper arrangement of thesis paper, clarity of argumentation, ability to use sources, ability to apply the acquired knowledge.
3. The thesis should contain a significant contribution from the student and not be just a compilation of the collected source materials.

§ 7 [Form of the thesis]

1. The thesis may be research- or project-based and the author should link theoretical considerations with practice.
2. The preferred form of diploma thesis in the case of studies with a practical profile is the implementation of a project for the needs of the private sector, public administration, non-governmental organization or local community (commissioned work).
3. At the request of the supervisor, the competent vice-rector for education may agree for a diploma thesis to be written in a foreign language; however, in study courses conducted in a foreign language, such consent is not required if the thesis is written in the language of instruction.
4. In the case of a diploma thesis written in a language other than the language of instruction, the student must include in the thesis its subject and a summary in the language of instruction.

§ 8 [Formal and editorial requirements]

1. The diploma thesis must meet the following requirements:
 - 1) the volume of a bachelor's or engineer's thesis should be between 40 and 70 typed pages from introduction to ending, while a master's thesis should be between 60 and 100 typed pages from introduction to conclusion;
 - 2) the work should be prepared in Microsoft Office Word (doc, docx) or Open Office (odt) text editor format;
 - 3) font and margins:
 - a) Times New Roman font,
 - b) basic font size 12 pt, 1800 characters on A4 page (30 lines of 60 characters each),
 - c) 1.5 line spacing,
 - d) margins: upper, lower, right - 2.5 cm, left margin - 3.5 cm,
 - e) page numbers in the footer;

2. Editing the diploma thesis: quoting style, references to literature, list of quoted works, etc. must comply with the standards adopted in a given discipline.
3. The final printed version of the diploma thesis must meet the following conditions:
 - 1) double-sided computer printout,
 - 2) paper format - A4,
 - 3) sheets permanently bound together (e.g. spiral-bound).
4. The final digital version of the diploma thesis should meet the following conditions:
 - 1) the whole file saved on an electronic medium in two file formats - indicated in paragraph 1, point 2, and PDF;
 - 2) the maximum size of the thesis is 15 MB;
 - 3) the disc should be described in a designated place and provided in a described paper envelope, separately, without sticking to the thesis; the disc description should include: author's name, index number, field of study, major of studies and year of defense.

§ 9 [Structure of the thesis]

1. The thesis should consist of the following elements:
 - 1) a cover page in accordance with **Annex 2** to these Regulations,
 - 2) indicated keywords,
 - 3) table of contents
 - 4) introduction,
 - 5) chapters and subchapters, possibly a summary/conclusions of chapters,
 - 6) conclusion,
 - 7) references,
 - 8) list of tables, diagrams and drawings.
2. The table of contents includes all the components of the thesis with a clear division into chapters and subchapters with a precise indication of the pages on which they begin.
3. The introduction should:
 - 1) clarify the topic of the thesis,
 - 2) explain and justify the choice of topic,
 - 3) describe the subject matter, purpose(s) of the research and research problems,
 - 4) present the hypotheses put forward in the thesis,
 - 5) list the research methods used in the thesis,
 - 6) present the chapters, indicating the guiding thoughts,
 - 7) present the state of knowledge on a given subject and the nature of the sources used when writing the thesis - literature, reports, studies, textbooks, Internet sources.
4. When dividing the thesis into chapters and subchapters, the author should bear in mind that:
 - 1) each chapter should start with a new page, while a subsection can be separated by an empty verse;
 - 2) the title of the chapter and its number written in Roman numerals should be centered;

- 3) the thesis should contain at least three chapters;
 - 4) the subchapter number should be written in Arabic numerals;
 - 5) the construction of chapters and subchapters should not be complicated;
 - 6) each chapter should begin with a short description of what the chapter will cover.
5. In the case of theses referred to in point 7, item 2, a research report complying with the guidelines set out in **Annex 3** to these Regulations must be submitted before completion or in an annex to the work.
6. The conclusion of the thesis is a summary and the results to which the author came in the chapters and subchapters. It should include statements concerning the ideas in the thesis and their justification, as well as whether the assumptions from the introduction have been rebutted or confirmed, or whether the goals set have been achieved during the writing of the work.
7. The list of sources used (references) must be drawn up on the following basis:
- 1) the items used for writing the thesis are placed at the end of the work after the main text and the ending;
 - 2) is the basis for demonstrating independence in the use of the sources provided;
 - 3) items may be listed by type of source: books, journal articles, unpublished materials, normative acts, statistical sources, Internet sources;
 - 4) the exact address of the site and the date on which the material was accessed should be provided next to Internet sources;
 - 5) a single system of providing list items, agreed with the supervisor, should be used.
8. Other elements of the thesis are:
- 1) footnotes
 - are proof that the student has used references when writing their thesis, there is no plagiarism or speculation;
 - they provide information on the references, legal regulations and other sources referred to in the thesis;
 - should be placed on the page of the text to which they refer (either at the bottom of the page or within the text) or at the end of the chapter - the supervisor decides how to draw them up, and the form chosen must be uniform throughout the thesis.
 - 2) quotations - with a footnote and between quotation marks.

§ 10 [Preparation of the thesis]

1. The collection of materials starts from the moment the topic is accepted by the supervisor.
2. Parts of the thesis are successively passed on to the supervisor, who accepts them or makes comments to make changes.
3. The diploma thesis may be prepared by more than one student, but not more than three, provided that the students obtain the approval of the supervisor, and that the thesis identifies

the parts prepared by each student and, on this basis, determines the contribution and substantive value of each student's work.

4. The final version of the thesis is presented by the student to the supervisor for anti-plagiarism control, no later than 2 weeks before submission to the Education Service Office.
5. In special cases, a student who has completed all courses included in the study plan, with the exception of the Diploma Seminar, may be allowed by the competent vice-rector for education to submit their diploma thesis no later than during the following two semesters. The student then repeats the Diploma Seminar according to the rules of payment determined by the Rector.

Section 3. Anti-Plagiarism control

§ 11 [Single Anti-Plagiarism System]

1. The minister responsible for higher education operates the Single Anti-Plagiarism System cooperating with the National Repository of Written Diploma Theses and provides access to the system to universities free of charge .
2. The Single Anti-Plagiarism System provides support in terms of preventing infringements of copyright and related rights.
3. The University is obliged to check written diploma theses before the diploma examination using the Single Anti-Plagiarism System. Passing the anti-plagiarism control is a condition for allowing the thesis to be defended.
4. Before the thesis is subjected to an anti-plagiarism control, the student submits to the Education Service Office the following signed documents:
 - 1) a statement on writing the diploma thesis on their own, the content of which is enclosed as **Annex 4**,
 - 2) a declaration on granting the right to introduce and process the diploma thesis in an anti-plagiarism system, the content of which is attached as **Annex 5**.

§ 12 [Analysis of the thesis]

1. The analysis of the thesis is carried out by the supervisor within 7 days of its submission.
2. For each thesis, one analysis session is created, in which subsequent attempts of this analysis can be made.
3. The report to determine whether the work meets the criteria is inspected by the supervisor who introduced the text of the work to the system for the purposes of the analysis.
4. The report must be examined within 2 days of its generation.
5. The supervisor signs the report after accepting it in the system. The acceptance of the report by the supervisor is necessary to submit the thesis to the Education Service Office.
6. If the analysis shows that the thesis:
 - 1) does not contain unacceptable appropriations, the work is considered to be qualified for the defense;
 - 2) does not meet the criteria of the anti-plagiarism procedure and, at the same time, does not contain any grounds for plagiarism; the thesis is not allowed to be defended, but qualifies for improvement;
 - 3) is plagiarism, the thesis is not allowed to be defended.

§ 13. [Thesis improvement]

1. The thesis can be submitted to four evaluation attempts in the system.
2. The student (author of the thesis) has the possibility to improve the thesis within the deadline set by the supervisor.
3. In the case of four failed evaluation attempts of the diploma thesis to be defended, the

student is removed from the list of students due to failure to obtain credit for the Diploma Seminar and the year of study.

4. A student removed from the list of students for the reasons referred to in point 3, who has their student rights reinstated (renewed) pursuant to §50 of the study regulations, repeats the Diploma Seminar and is obliged to prepare a new diploma thesis on a topic different from the topic of the thesis that was the basis for the removal from the list of students, and pays tuition fees pursuant to the payment rules laid down by the rector.
5. In the event of a recurrence of the situation referred to in section 3, disciplinary proceedings are initiated against the author.

§ 14 [National Repository of Written Diploma Theses]

1. The diploma thesis is entered into the National Repository of Written Diploma Theses immediately after the successful completion of the diploma examination. The repository does not contain theses which include information protected under the provisions on the protection of classified information.
2. The repository contains:
 - 1) title (subject) and content of the thesis;
 - 2) the first and last names of the author of the thesis;
 - 3) the PESEL number of the author of the diploma thesis or, if they do not have one, the number of the identity document and the name of the country which issued it
 - 4) the first and last names of the thesis supervisor, their PESEL number or, if they do not have one, the number of the identity document and the name of the country which issued it;
 - 5) the first and last names of the thesis reviewer, the PESEL number or, if they do not have one, the number of the identity document and the name of the country which issued it;
 - 6) the name of the university;
 - 7) the date of passing the diploma examination;
 - 8) field, degree course and profile of studies.
3. The data referred to in item 2 are entered into the POL-on System by the rector. Access to data is granted to the thesis supervisor.

Section 4. Submission of the thesis

§ 15 [Final version of the thesis]

1. The supervisor accepts the final version of the thesis by writing an acceptance clause on the front cover pages of both copies.
2. The student submits the accepted work to the Education Service Office in two copies:
 - 1) one - in hard copy,
 - 2) the second one - electronic version in PDF and DOC/DOCX formats (on one CD).
3. When submitting a thesis to the Education Service Office, the student signs a statement on the first page of the thesis, in a place stamped by an employee of the Office.
4. The compliance of the topic of the diploma thesis with the one approved in the procedure specified in these Regulations is controlled by the Head of the Education Service Office.
5. In case of discrepancies, the Education Service Office informs the supervisor about the necessity to modify the hard copy of the thesis and its version on electronic media.
6. The final text of the diploma thesis, in a version for the defense, is submitted to the Education Service Office at least 2 weeks before the set date for the diploma examination.

§ 16 [Declarations]

Together with the diploma thesis, the student submits:

- 1) a declaration on making the diploma thesis available, the content of which is **attached as Annex 6**,
- 2) a declaration of consent to the processing of personal data necessary for the storage and handling of the defended theses, the content of which is **attached as Annex 7**,
- 3) a declaration of consent to participate in the survey of the professional life of graduates, and the processing of personal data for this purpose, the content of which is **attached as Annex 8**.

§ 17 [Reviews]

1. The supervisor evaluates the thesis in an IT system used to manage the course of study and places the grade on an appropriate evaluation/review sheet. In special cases it is permissible to prepare an assessment/review on a printed sheet.
2. The competent vice-rector for education appoints a reviewer from among those approved by the Senate pursuant to the procedure laid down in § 1, point 2.
3. The reviewer uses the form in a paper version or an electronic version in the IT system used to manage the course of study. If a paper version is used, it is returned to the Education Service Office together with the prepared review.
4. Before preparing a review, the reviewer is not informed about the result of the evaluation made by the supervisor.
5. Reviews of the thesis are public.

§ 18 [Thesis evaluation]

1. After receiving a positive reviewer's assessment, the head of the Education Service Office writes the average grade for the thesis on the appropriate form containing both assessments, the supervisor's and the reviewer's.
2. In the case of a negative reviewer's assessment and a positive supervisor's assessment, the competent vice-rector for education appoints a second reviewer.
3. Negative assessment of the second reviewer means that the student may not take the diploma examination. In this case, the student receives a certificate of completion of the study period.
4. In case of doubts as to the objectivity of a reviewer's assessment of a diploma thesis, the student may apply to the competent vice-rector for education to appoint another reviewer to reassess the thesis. In case of discrepancies in the reviewers' grades, the final assessment is decided by the competent vice-rector for education in consultation with the supervisor.

Section 5. Diploma examination

§ 19 [Conditions of admission to the diploma examination]

1. The diploma examination should take place within a period not exceeding one month from the date of submission of the diploma thesis. For justified reasons, the competent vice-rector for education may extend this period by another month.
2. If the date of the diploma examination set in accordance with point 1 comes in August, it may be extended by another month, but not longer than by the last day of the semester specified by the rector in the organization of a given academic year.
3. The condition for a student to be admitted to the diploma examination are:
 - 1) obtaining positive grades for the courses included in the study program, confirming the achievement of the assumed learning outcomes and the number of ECTS credits set in the study program for a given field of study,
 - 2) obtaining credit for the student's professional practice or other special interest classes if they are included in the study program,
 - 3) obtaining a positive evaluation of the diploma thesis, if the study program includes the obligation to prepare it, from the supervisor and reviewer, and possibly a positive opinion of the entity commissioning the practical work,
 - 4) settlement of all liabilities towards the University (financial liabilities, liabilities towards the University Library, etc.) and submission of the circulation card and other required documents to the Education Service Office .

§ 20 [Organization of the diploma examination]

1. The diploma examination takes place before a committee composed of at least three members:
 - 1) the chairperson, who is the rector, a vice-rector or an academic staff member appointed by the rector and holding at least the academic degree of “PHD”,
 - 2) the supervisor,
 - 3) a reviewer.
2. The date of the diploma examination is set by the competent vice-rector for education, but it should take place within a maximum of one month from the date of submission of the diploma thesis. For justified reasons, the competent vice-rector for education may extend this period by another month.
3. The competent vice-rector for education may postpone the date of taking the diploma examination at the request of the supervisor or the student with the opinion of the supervisor.

§ 21 [Process of the diploma examination]

1. The diploma examination is an oral exam.

2. During the diploma examination the student answers 3 questions, including: 2 random questions (1 in a basic subject in the field of study and 1 in the major of study) and 1 in the subject of the diploma thesis, formulated by a reviewer.
3. The questions in the basic subject and in the major of study are made available in the final term of study.
4. At the request of a student or a student self-government body, the following may be present at the examination: a designated academic teacher or a representative of the student self-government.
5. At the request of the student or the supervisor, the diploma examination may be open. The competent vice-rector for education decides to conduct such an examination according to the rules established by the Senate.
6. At the request of the supervisor, the competent vice-rector for education may agree to conduct the diploma examination in the language in which the thesis was written. In study programs conducted in a foreign language, such consent is not required if the diploma examination is conducted in a foreign language.
7. A protocol is drawn from the diploma examination.

§ 22 [Examination grade and final study result]

1. The evaluation of results is based on a grade scale:
 - 1) very good - 5.0,
 - 2) good plus - 4.5,
 - 3) good - 4.0,
 - 4) passing plus - 3.5,
 - 5) passing - 3.0,
 - 6) failed - 2.0.
2. After the diploma examination, the committee determines the final result of the studies, i.e. it determines the grade to be included in the diploma, which includes: the average of the grades from the examinations and credits for the subjects included in the study plan; the grade for the diploma thesis; the grade from the diploma examination, according to the principle:
 - 1) $0.6 \times$ average grade from the entire study program,
 - 2) $0.2 \times$ average of the thesis grades, subject to point 3,
 - 3) $0.2 \times$ average grade from the diploma examination, subject to point 3.
3. If the study program does not provide for the obligation to prepare a diploma thesis, the grade referred to in point 2, item 3 is calculated with a factor of 0.40.
4. Rounding for full evaluation is made according to the principle:
 - a) to 3.66 - passing (3),
 - b) from 3.67 to 4.50 - good (4),
 - c) from 4.51 upwards - very good (5).

§ 23 [Failing the examination or failing to take the examination]

1. In the event of obtaining a failing grade in the examination or unjustified failure to take the diploma examination, the competent vice-rector for education sets a second, final date for the examination.
2. The additional examination may be conducted not earlier than 7 days after the first date of the examination and not later than 3 months after the first date of the diploma examination.
3. A student who has submitted their diploma thesis but has not passed the diploma examination and has been removed from the list of students, and then has been reinstated in the student's rights under § 50 of the Regulations of Studies, in connection with the obligation to prepare a new diploma thesis, repeats the Diploma Seminar and pays tuition fees according to the rules of payment determined by the Rector.
4. When making a decision on the resumption of studies, the competent vice-rector for education may specify additional conditions, including the compensation for study program differences or the taking of supplementary examinations as determined by the competent vice-rector for education.
5. A student who has not submitted their diploma thesis or has not taken the diploma examination for other reasons has the right to obtain a certificate on the completion of studies from the competent vice-rector for education.

§ 24 [Graduation]

1. A student graduates after:
 - 1) passing all examinations, obtaining credits in all subjects and internships included in the study program
 - 2) preparing and submitting the diploma thesis (bachelor/engineer or master's thesis), if the study program provides for its preparation,
 - 3) taking the diploma examination (bachelor/engineer or master's degree) with at least a passing result.
2. Students who fulfil the conditions contained in point 1 become graduates of the university and are awarded a diploma of completion of studies and a vocational title.

Section 6. Final provisions

§ 25 [Making diploma theses available]

1. Diploma theses in the student's file are deposited in the Archives and made available in the University Library with the consent of the competent vice-rector for education.
2. Detailed rules for making diploma theses available are specified by the Rector.

§ 26 [Evaluation of the diploma awarding process]

1. The diploma awarding process, as the final verification of the achievement of learning outcomes, is subject to evaluation.
2. The evaluation includes:
 - a) documentation (theses and reviews),
 - b) number of diploma candidates, efficiency, timeliness of writing the theses,
 - c) examination questions, the way the diploma examinations are conducted and the rules of evaluation.

§ 27 [Transitional provision]

Diploma theses accepted before the entry into force of these Regulations are prepared in accordance with the previously binding rules.

§ 28 [Entry into force]

The Regulations enter into force on 1 October 2019.



Annex 1
to the Regulations of the Diploma Awarding Process
at the Alcide de Gasperi University of Euroregional Economy
in Józefów

NOTIFICATION ON THE TOPIC OF BACHELOR/MASTER THESIS

academic year 201.../201...
winter/summer term

First and last name(s) of the student:

.....

Student's book no.:

Field of study/ Major/ Profile:

.....

First and last name of the supervisor:

.....

Thesis title:

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.....

Summary of the thesis (including the practical part):

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.....

Student's signature: Date:

Supervisor's acceptance /signature/: Date:

REMARKS:

1. The supervisor is selected by the student by enrolling on the appropriate list at the Education Service Office **until the last day of the term preceding the term in which the Diploma Seminar begins**. After that date, the supervisor is assigned by the University. The notification form for the thesis topic should be obtained from the Education Service Office.
2. The topic of the thesis should be agreed with the supervisor and this form signed by the supervisor should be delivered to the Education Service Office by 31 October 201.... r./ 31 March 201..... r. Lack of an agreed topic may result in administrative consequences up to and including removal from the student list.
3. In case of a change of the submitted topic, the above form should be submitted again including the new topic (in special cases, the student, in consultation with the supervisor, may change the agreed topic of thesis until the end of the last term of studies).



**ALCIDE DE GAPERI UNIVERSITY OF EUROREGIONAL
ECONOMY
IN JÓZEFÓW**

FIELD OF STUDY: name of the field of study

MAJOR OF STUDY: name of the major of study

PROFILE: general academic / practical*

First and last name

Student's index no.:

TOPIC OF THESIS

BACHELOR/MASTER'S DEGREE

Supervisor:

title or degrees First and last name

Józefów 20.....

Key words:

GUIDELINES FOR THE RESEARCH REPORT

I. General principles

1. The thesis should additionally contain a research report, which should be submitted to the contracting authority.
2. The report is a short study containing conclusions, comments, observations selected on the basis of the collected information material.
3. The report is 5 to 10 pages long and is placed before the ending of the thesis or constitutes an annex to the thesis.
4. The responsibility for the quality of the report lies with the student and the supervisor.
5. The reports are assessed and approved by the Committee for the Quality of Education.
6. The reports will be provided and discussed at a dedicated conference, a Patronage Committee meeting and with representatives of the social and economic environment

II. Structure of the research report

1. Purpose of the report
It is linked to the purpose of the research. Some reports focus on the exploration itself, i.e. an attempt at an initial, general understanding and presentation of a phenomenon. In other cases, the purpose of the report is descriptive, i.e. the researcher only describes a set of different characteristics of a given population (e.g. age, gender, education). Most often the report combines a description with the indication of cause-and-effect relationships. This results in deeper and more detailed data analysis.
2. Research methodology
If it results from the subject of the work, the description must include:
 - definition of the population, i.e. the group of people about whom conclusions will be formulated (e.g. teachers, students, students' parents),
 - specification of the sampling method - description of how the research group was selected, justification why such a population was selected,
 - determining the size of the sample - how many people were selected to take part in the study and how many people actually took part (reasons for possible discrepancies),
 - determination of the date of the research - description of when the research was conducted (the date of the conducted research has a significant impact on the results),
 - methods of data processing and analysis - a description of whether quantitative or qualitative analysis was applied; how many questionnaires were analyzed; description of questionnaires, interviews, types of questions, data gaps, etc.
3. Analysis and interpretation
Description of all areas or subsequent stages of the research. Presentation of data, its transformation and own interpretation, and formulation of conclusions. All elements should form a logical whole, each hypothesis must be supported by concrete results or descriptions.
One of the ways to present numerical data in the report are tables.

4. Summary and conclusions

The report should end with a summary and suggestions as to the direction of future research, recommendations, proposals for changes or implementations. The summary may also include the "strengths" and "weaknesses" of the research subject, e.g. the institution being examined, schools - which areas of activity meet the quality requirements and which are poorer and need to be improved.

III. Additional advice:

1. Maximum information without excessive, unnecessary detail. At the same time, a research report that is too narrow in content and contains various understatements or ambiguities may be just as little useful as one which is too detailed and lengthy.
2. There is no need to consider all aspects; only the most important ones to explain or probe a process or phenomenon.
3. Clear presentation of quantitative data in tables.
4. Do not duplicate data presented in different forms (table, graph and description).
5. Include tables, diagrams or drawings in the text in the vicinity of the section to be discussed.
6. Clear and precise formulation of conclusions.

IV. The language of the report:

1. understandable to the reader (e.g. a specialist in the field does not need a detailed explanation of the terms),
2. simple, without incomprehensible terminology, complicated language structures, without too complex sentences or jargon,
3. objective, without emotional and valuing vocabulary, using the impersonal form of verbs,
4. the content can be enhanced by tables and charts.



Annex 4
*to the Regulations of the Diploma Awarding Process
of the Alcide de Gasperi University of Euroregional
Economy
in Józefów*

STATEMENT

I, the undersigned, a student of the field of
..... in course with a
..... profile conducted by the Alcide de Gasperi University of Euroregional
Economy in Józefów, declare that I have written the submitted thesis, entitled

.....
.....
.....
.....
.....

entirely by myself. This means that in writing the thesis, apart from the necessary consultations, I did not use the help of other people, and in particular I did not have this dissertation or parts of it prepared by other people, nor did I copy this dissertation or parts of it from other people.

At the same time, I accept that if the above statement proves to be untrue, the decision to award me a diploma will be withdrawn.

Józefów, on
(month in words)

.....
(legible student's signature)



.....
the student's first and last name

.....
field, degree and year of studies

.....
student's book no.

STATEMENT

I declare that I am giving to the Alcide de Gasperi University of Euroregional Economy the free-of-charge right to introduce, process and store in the Single Anti-Plagiarism System my thesis entitled

.....
.....

I declare that the above mentioned thesis:

1. does not infringe copyright within the meaning of the Act of 4 February 1994 on copyright and related rights (Dz. U. [Official Journal of Laws] of 2018, item 1191, as amended) and personal rights protected by civil law,
2. does not contain data or information that I obtained in an unauthorized manner,
3. has not been the basis for the awarding of a vocational title to either me or another person.

I also declare that the content of the diploma thesis, saved on the electronic medium I submitted at the same time, is consistent with the content contained in the printed version of the thesis presented in the diploma procedure.

At the same time, I agree to the processing of personal data (in accordance with the Act of 10 May 2018 on the Protection of Personal Data; Dz. U. [Official Journal of Laws] of 2018, item 1000, as amended) necessary for the introduction, processing and storage of the thesis in the Single Anti-Plagiarism System by the Alcide de Gasperi University of Euroregional Economy in Józefów, who is also the Personal Data Controller.

In case of doubts concerning the processing of my data, I have the right to contact the Information Security Officer at WSGE, Wojciech Sitek (e-mail: wojtek@wsge.edu.pl).

I declare that:

- I am aware that the data I have provided (i.e. First and last, index number, field of studies, degree course, subject of the thesis, supervisor, thesis) will be placed and stored in the Plagiat.pl system, in accordance with the ordinance No 2/2018 of the Rector of WSGE dated 5 March 2018. (WSGE Security Policy);
- I have read the right to request access to the data, to rectify, delete and restrict the processing of the data, as well as the possibility to object to the processing and the right to transfer the data and revoke this consent at any time;
- I am aware that I have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data will not be profiled or made available to third parties, a third country or an international organization without my consent.

Józefów, on
(month in words)

.....
(legible student's signature)

I authenticate the signature

.....
(date, legible signature of an Education Service Office employee and the WSGE stamp)



Annex 6
*to the Regulations of the Diploma Awarding Process
at the Alcide de Gasperi University of Euroregional
Economy
in Józefów*

.....
the student's first and last name

.....
field, degree and year of studies

.....
student's book no.

STATEMENT

I agree/don't agree* to make available my thesis entitled:

.....
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Józefów, on

(month in words)

.....

(legible student's signature)

I authenticate the signature

.....
date, legible signature of an Education Service Office employee and the WSGE stamp

* delete as appropriate



.....
the student's first and last name

.....
field, degree and year of studies

.....
student's book no.

STATEMENT

I agree to the processing of personal data (in accordance with the Act of 10 May 2018 on the Protection of Personal Data; Dz. U. [Official Journal of Laws] of 2018, item 1000, as amended) necessary for the storage and handling the diploma theses defended at the Alcide de Gasperi University of Euroregional Economy in Józefów, who is also the Personal Data Controller.

In case of doubts concerning the processing of my data, I have the right to contact the Information Security Officer at WSGE, Wojciech Sitek (e-mail: wojtek@wsge.edu.pl).

I declare that:

- I am aware that the data I have provided (i.e. first and last, index number, field of study, degree course, profile of study, subject of the thesis, supervisor, reviewer, thesis) will be placed and stored in the Repository of Diploma Theses and stored in the archive and in the register of defended diploma theses in the WSGE Library, in accordance with the ordinance No 2/2018 of the Rector of WSGE dated 5 March 2018. (WSGE Security Policy);
- I have read the right to request access to the data, to rectify, delete and restrict the processing of the data, as well as the possibility to object to the processing and the right to transfer the data and revoke this consent at any time;
- I am aware that I have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data will not be profiled or made available to third parties, a third country or an international organization without my consent.

Józefów, on
(month in words) (legible student's signature)

I authenticate the signature

.....
(date, legible signature of an Education Service Office employee and the WSGE stamp)



Annex 8
*to the Regulations of the Diploma Awarding Process
at the Alcide de Gasperi University of Euroregional
Economy
in Józefów*

.....
the student's first and last name

.....
field, degree and year of studies

.....
student's book no.

.....
valid email address

.....
current telephone number

STATEMENT

I agree / I do not agree* to participation in studies of the professional life of WSGE graduates and personal data processing (pursuant to the Act of 10 May 2018 on the Protection of Personal Data; Dz.U. [Official Journal of Laws] of 2018, item 1000, as amended) necessary for this purpose by the Alcide de Gasperi University of Euroregional Economy in Józefów, who is also the Personal Data Controller.

In case of doubts concerning the processing of my data, I have the right to contact the Information Security Officer at WSGE, Wojciech Sitek (e-mail: wojtek@wsge.edu.pl).

I declare that:

- I am aware that the data provided by me (i.e. first and last name, student's book number, field of studies, level of studies, profile of studies, telephone number) will be stored for an indefinite period of time until I withdraw this consent, in accordance with the Ordinance No 2/2018 of the Rector of WSGE dated 5 March 2018 (WSGE Security Policy);
- I have been informed on the right to request access to the data, to rectify, delete and restrict the processing of the data, as well as the possibility to object to the processing and the right to transfer the data and revoke this consent at any time;
- I am aware that I have the right to lodge a complaint with the President of the Office for Personal Data Protection. Personal data provided in the surveys are fully anonymous and will not be subject to profiling. No personal data will be profiled or made available to third parties, a third country or an international organization without my consent.

I agree/ I do not agree* to the provision of marketing information by e-mail and telephone. I can unsubscribe at any time by e-mail or other written means.

Józefów, on
(month in words)
(legible student's signature)

I authenticate the signature

.....
(date, legible signature of the employee of the Education Service Office and stamp of WSGE)

* delete if incorrect