

**The Faculty of Economic Sciences  
University of Warmia and Mazury in Olsztyn**

EDUCATION QUALITY ASSURANCE SYSTEM

<i>Name of the procedure</i>	<i>Symbol of the procedure</i>
<b>Graduation procedure:</b>	<b>WSZJK-PD-NE-1</b>

1.	<i>The aim of the procedure</i>
The aim of the graduation procedure is to define the scope of activities and uniform rules that will contribute to the systematic improvement of the quality of diploma theses and the level of competence of graduates in the Faculty of Economic Sciences.	
2.	<i>Procedure description</i>

The graduation procedure consists of the following elements:

1. Selection and principles concerning a diploma seminar
2. Acceptance of the subjects of diploma theses
3. Preparation (in English) and evaluation of a diploma paper
4. Anti-plagiarism procedure,
5. Diploma examination (in English)
6. Verification of diploma papers
7. Online diploma examination (in English)

Re 1. In first-degree programmes, students choose a seminar at the end of semester three (undergraduate studies) or four (engineering studies). The respective Vice-Dean determines the number of seminar groups in each unit. If the number of students who have chosen a particular seminar group exceeds the established limit, the respective Vice-Dean divides the group, taking as a criterion the average grade obtained from the last three (undergraduate studies) or four (engineering studies) semesters of study.

In the second-degree programmes, the choice of seminar is directly related to the selected specialisation. It takes place during the university enrolment process – candidates indicate their preferred specialisation in their application for admission. If the number of students who have chosen a particular seminar group exceeds the established limit, the respective Vice-Dean divides the group, taking as a criterion the average grade obtained from the last three (undergraduate studies) or four (engineering studies) semesters of study.

A diploma thesis or an artistic work is prepared by the student under the supervision of an authorized academic teacher, holding the scientific title of professor or the scientific degree of doctor habilitated. The Faculty Council is competent to authorise an academic teacher with a doctoral degree to supervise a thesis. The thesis should be supervised by the teacher conducting the seminar. In special cases, with the approval of the respective Vice-Dean, it is acceptable to choose another thesis supervisor. During the course of the seminar, in special cases it is possible to change the supervisor.

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Such a change requires the submission of an application to the respective Vice-Dean, on which the previous and the new thesis supervisor should express their prior consent. Credit for the last semester of the diploma seminar can be obtained only if the complete diploma paper has been submitted to the thesis supervisor.

Re 2. Subjects for diploma theses, agreed on in advance between the supervisor and the diploma student, require the approval of the head of the unit where the seminar is conducted. In particular, the subjects of the diploma thesis should be in line with the thematic scope of the pursued field of study and specialisation. Lists of thesis topics, for each seminar group separately, signed by the head of the unit, are submitted to the respective Vice-Dean.

Any subsequent changes to the subjects of the diploma thesis each time require the consent of the head of the unit and notifying the respective Vice-Dean.

In special cases, the Vice-Dean has the right to question proposed thesis topics and suggest that they should be changed.

Re 3. The subject matter of the thesis prepared as part of the diploma seminar should be consistent with the pursued field of study and specialisation. The layout of the paper and the editorial principles applied should comply with the guidelines developed at the Faculty, in particular with the editorial requirements of the Faculty's scientific journal, "Olsztyn Economic Journal".

The thesis prepared by a diploma candidate shall be evaluated by a supervisor and a reviewer. This evaluation will be conducted online in the USOS system in accordance with the guidelines applicable at the University. Reviewers of diploma theses, both for first- and second-degree studies, will be independent researchers. Reviewers of diploma theses are appointed by the respective Vice-Dean.

Re 4. All diploma papers at the Faculty are subjected to the JSA (Uniform Anti-plagiarism System) procedure.

Re 5. After obtaining credits and passing examinations in all subjects and practical training provided for in the study plan, and obtaining a positive grade in the diploma paper, the student can take the diploma examination. A diploma examination in an oral form is taken before the examination commission appointed by the respective Vice-Dean. For first- and second-degree students in the field of Economics and Management, the commission consists of three persons: the commission chairperson (the Vice-Dean or another academic teacher indicated by him/her), the thesis supervisor and the reviewer. The diploma examination in the field of Management and Production Engineering is held before a four-person commission composed of representatives of economics and technical sciences.

The student draws three questions from the pool of questions related to the field of study and for the given specialisation. The result of the diploma examination is considered positive when the student answers each of the three questions with a positive grade. According to the study regulations in force since October 1, 2019, the final grade on the diploma is the total of: 0.6 of average grade from the whole study period, 0.2 of the diploma thesis grade (arithmetic mean of supervisor's and reviewer's grades) and 0.2 of the diploma exam grade.

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Re. 6. Diploma theses carried out at the Faculty are subject to systematic monitoring. At the end of each academic year, a number of randomly selected theses are evaluated. A thesis evaluation sheet is used for this purpose. The results of this evaluation, together with conclusions and guidelines for improving the quality of the thesis, are presented before the Dean's Council.

Re 7. In exceptional situations preventing physical participation in the diploma examination by the student and/or members of the commission, it is allowed to conduct the examination in a remote mode, using IT platforms recommended by the University. The procedure for the appointment and the composition of the examination committee is the same as for the face-to-face examination.

During the examination, the student draws a set of three questions consisting of field and specialisation questions. The grade of the answers and the scale of the final grade for the diploma are the same as for the face-to-face examination. Detailed technical guidelines for conducting the diploma examination are provided in the Regulation No 45/2020 of the Rector of the University of Warmia and Mazury in Olsztyn of May 22, 2020.

3. *The timeframe for the procedure*

1. A diploma seminar in first-degree studies begins in the fourth (undergraduate studies) or fifth (engineering studies) semester of studies and is carried out over three semesters. In the second-degree programme, the seminar begins in the first semester of study and is carried over four semesters.
2. The head of the unit submits the lists of thesis topics to the respective Vice-Dean:
  - In the first-degree, undergraduate programme - by October 31 of the fifth semester of studies;
  - In the first-degree, engineering programme - by March 31 of the sixth semester of studies;
  - In the second-degree programme - by May 31 of the second semester of studies;
3. Diploma examinations take place after the examination session of the last semester of studies. In special cases, the respective Vice-Dean has the right to establish an earlier date for the diploma examination.
4. Diploma theses are evaluated once a year, by 30 November.

4. *Units responsible for the implementation and supervision of the procedure*

1. Dean – is responsible for the scope and the mode of the graduation procedure.
2. Vice-dean for the course of studies/plans and curricula - coordinates the assignment of students to seminar groups; provides opinions on changes of thesis supervisors; accepts lists of thesis subjects approved by heads of units; appoints thesis reviewers; acts as the chairperson of the commission for the diploma examination, or appoints another academic teacher for this function);

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3. Dean's Council - approves the graduating procedure
4. Faculty Quality Assurance Team - designs the graduation procedure; carries out a review of graduation theses based on the graduation thesis evaluation sheet.
5. Heads of organisational units – accept subjects of diploma theses realised within the seminars conducted by the unit.