

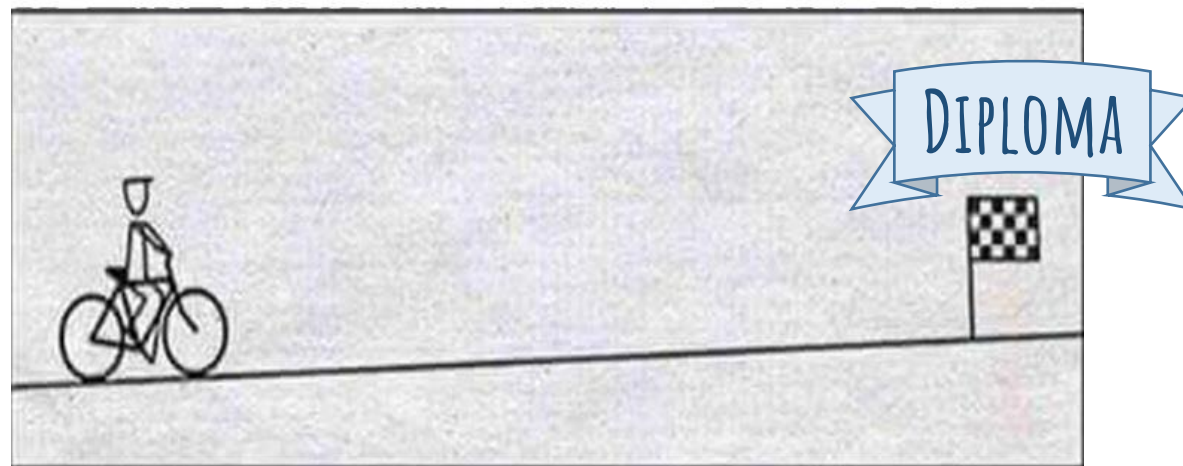
Completing the studies and the diploma process

STUDENT GUIDE

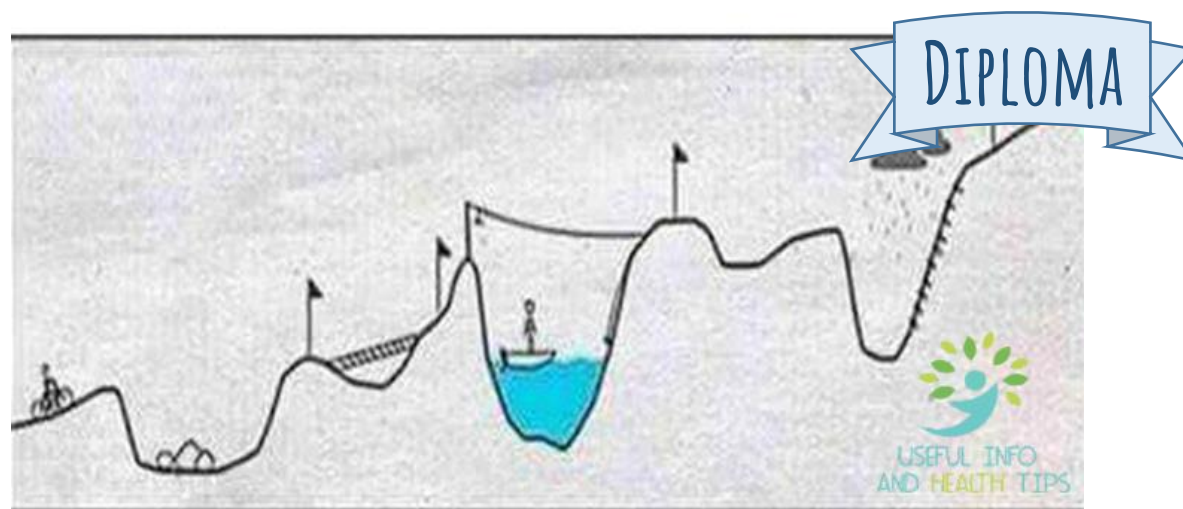
Elżbieta Jaskulska

The road to the diploma

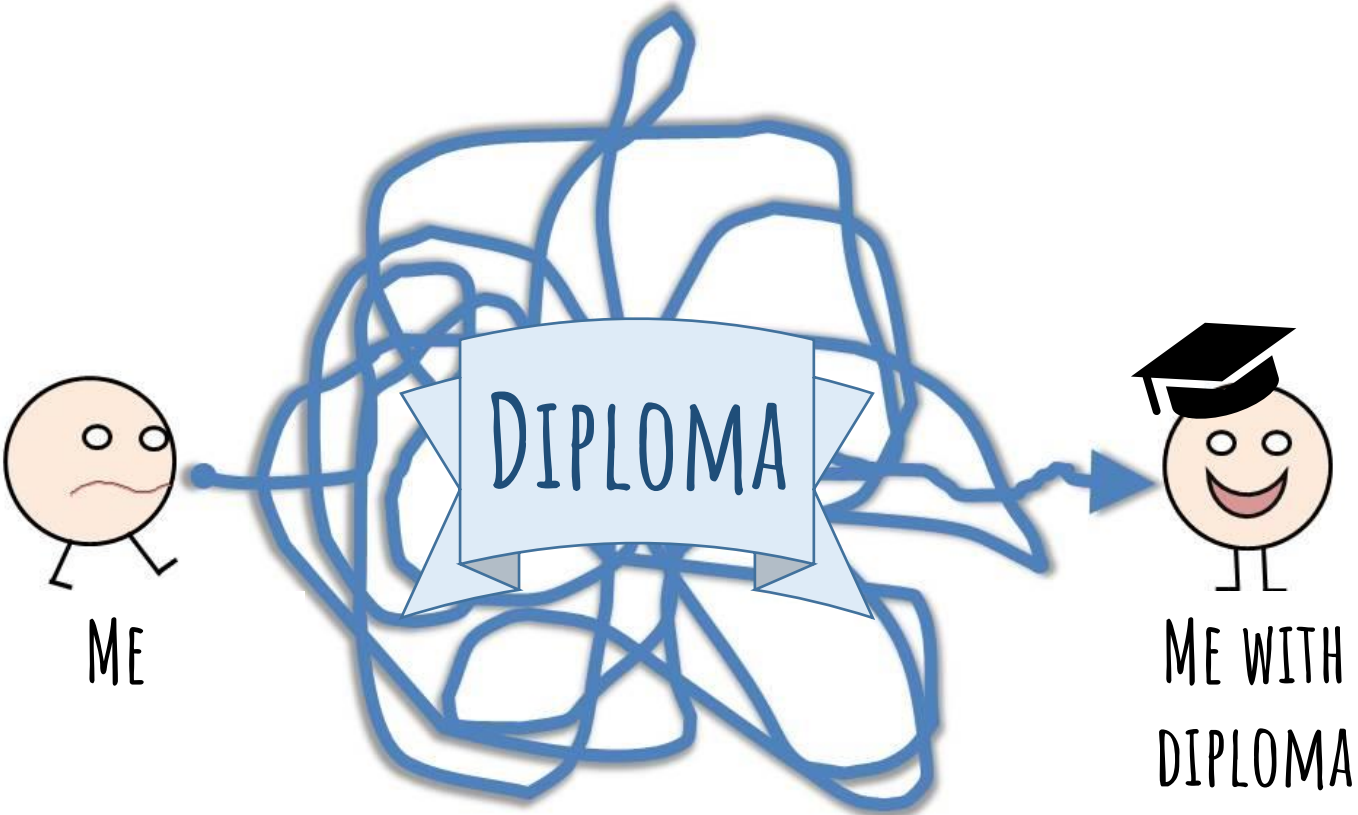
Your Plan



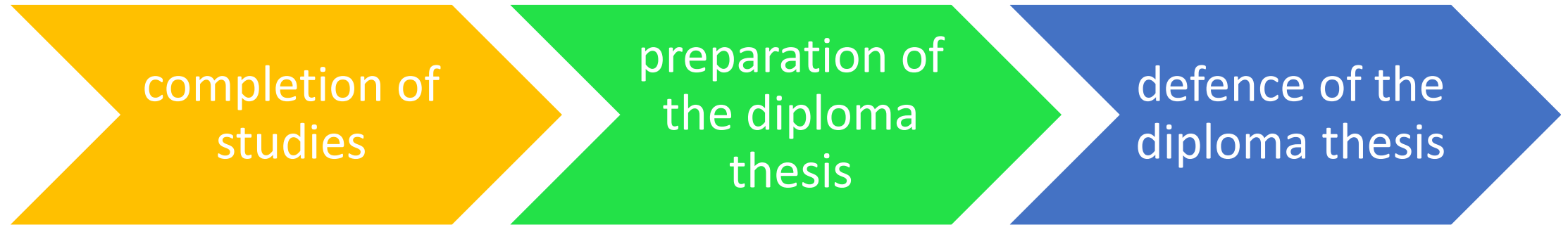
Reality



The road to the diploma



The road to the diploma





completion of studies

- In order to complete studies, **all courses** included in the study program must be completed in the appropriate number, number of hours and with a certain value of ECTS credits

completion of studies



- News
- Faculty
- Scientific research
- Recruitment
- Studies
- Publications
- Contact

The newly established Faculty of Archaeology that continues to be the largest academic institution of its kind in Poland, one of the largest (researchers, lecturers, technicians and administration staff). The modern archaeology and related sciences to over 1500 students. Faculty is Prof. Dr. Bartosz Kontny.

- Make an appointment with the Vice-Dean
- Important information for students
- Programme of BA studies**
- Programme of MA studies
- Course schedule
- Field training
- Useful links
- BA/MA examination and defense
- Students' Council




☆
QS Ranking !

of the most prestigious rankings in the world, the
Commons World University Ranking (QS), the
at the University of Warsaw was ranked very high
Our archaeology not only received the best score
among all disciplines at UW, but is also at the top of the subject
ranking in Poland. Most importantly, however, it is the first time in
history that Polish archaeology has been ranked in the top 100 of the
world ranking. Heartfelt congratulations to the entire UW
Archaeology Department community!!!

completion of
studies

Programme of studies

News ▾ Faculty ▾ Scientific research ▾ Recruitment Studies ▾ Publications ▾ Contact 

Programme

Search ...



[Printable version of the BA programme 2022_23](#)

1st year

- Introduction to Archaeology – Lecture, 60 hrs (4 ECTS)
- Archaeology of Egypt and Nubia – Lecture, 60 hrs (4 ECTS) and obligatory classes, 60 hrs (5 ECTS)
- Archaeology of the Ancient Near East – Lecture, 60 hrs (4 ECTS) and obligatory classes, 60 hrs (5 ECTS)
- Outline of Prehistoric Archaeology – Lecture, 60 hrs (4 ECTS)
- Environmental Archaeology – Lecture, 30 hrs (2 ECTS)
- Bioarchaeology – Lecture, 30 hrs (2 ECTS)
- Archaeological Excavation Methods and Surveying – Obligatory classes, 60 hrs (4 ECTS)
- Techniques of Data Acquisition and Processing – Obligatory classes, 30 hrs (2 ECTS)
- OGUN (General University Courses) – Lecture (selected from the offer), 60 hrs (5 ECTS)
- Intellectual Property Protection – Obligatory classes, 4 hrs (0.5 ECTS)
- Occupational Health and Safety – Obligatory classes, 4 hrs (0.5 ECTS)
- [Sport](#) – 30 hrs (no ECTS)*
- [Excavations](#) – 300 hrs (18 ECTS)

Sum of ECTS: 60

* Please check the information provided [here](#)

completion of
studies

Archaeology (Studies in English) - 3rd year BA				
Title	No of hours/yearly	Type of course	ECTS points	Type of grading
Proseminar I: Egypt and Near East	60	seminar	6	pass
Proseminar II: Classical Archaeology	60	seminar	6	pass
Optional classes I	30	class	3	pass
Optional classes II	30	class	3	pass
Optional classes III	30	class	3	pass
Introduction to Methodology	30	conversatory	3	pass
Scientific Workshop	30	conversatory	4	pass
Selected General University Courses OGUN	60	lecture	5	exam
Ancient Language: Greek	60	class	4	pass
Modern Language ²	120	class	4	pass
Modern Language EXAM ²			2	exam
Sport	60	class	0	pass
Fieldwalking surveys	30	class	1	pass
BA thesis	na	na	16	exam
	Sum		60	

List of optional classes (2 ECTS each) and list of general university courses (OGUNs) (5 ECTS each) will be announced at the beginning of the academic year.

² See information provided for 2nd year of BA.



completion of studies

- Each year of study should end with the completion of subjects covering a total of at least 60 ECTS
- Bachelor's studies therefore require passing at least 180 ECTS
- Master's degree requires a pass of 120 ECTS



completion of studies

- For some courses, the number of ECTS credits \neq the number of hours
- General university subjects have very different number of hours and different ECTS scores
- In this case, attention is paid to the sum of ECTS (it must comply with the program) and the crediting of the relevant sum of ECTS (at least 5) from the pool of 0000-SPOL-OG (General university social subjects).

completion of studies

Search phrase: Search in the entire database: Advanced search:

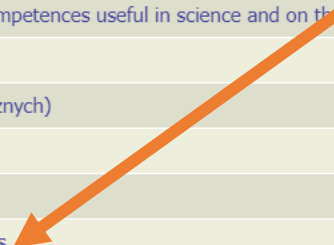
Registration for general university subjects (so-called free access) in the academic year 2022/23



Courses you can register for are divided into groups to make browsing them easier. The following list consists of groups of courses containing at least one course from selected registration. Choose the group to display the list of courses assigned to it.

Quick refresh

Group code	Name of course group
0000-FOREIGN-OG	Courses in foreign languages
0000-HUM-OG	General university courses in the humanities
0000-KINT	On-line general university courses
0000-KOC-ZIP-OG	General university courses improving digital competences useful in science and on the labor market
0000-OG	General university courses
0000-OJD-4EU+	Przedmioty 4EU+ (z oferty jednostek dydaktycznych)
0000-PRZEDS-OG	Entrepreneurship
0000-SCISLE-OG	General university subjects
0000-SPOL-OG	General university courses in the social sciences
1000-OG	General university courses at Faculty of Mathematics, Informatics, and Mechanics
1100-NIN_W	Nanoinżynieria; przedmioty do wyboru



- DOCUMENTS
- ▶ Main page
 - ▶ Main registration rules
 - ▶ Schedule of registration
 - ▶ Help & contact

- REGISTRATIONS
- ▶ **Registration for general university subjects (so-called free access) in the academic year 2022/23**

SEARCH

completion of studies

- If the student wants to make any change in the credit system, e.g.:
 - postpone passing the course to the next year not resulting from obtaining an unsatisfactory grade
 - pass a subject other than indicated in the programme as part of the curriculummust submit an application to the EUH (Vice-Dean for Student Affairs) with an appropriate application (application submitted via the USOS system) submitted before the end of the period of individual settlements of the academic year to which the change relates (before the end of September).
- Major changes in the credits of subjects require Individual Organization of Studies.



completion of studies

- The need to obtain a pass covers all subjects of the program (including m.in. excavation course, field survey course, language courses, language exam, PE, Occupational Health and Safety, Intellectual Property Protection)

completion of studies

- Failure to pass all required subjects means failure to complete studies.
- A student of the last stage of studies may repeat the year due to the lack of required credits (the option of conditional passing of the year is not available)
- **Each year of study (stage of study in the sense of RS) can be repeated only once!**
- Failure to pass all subjects when repeating the year of study means deletion without the possibility of resumption (you have to start studies again/pass recruitment)



completion of
studies

- Passing all subjects required by the curriculum (with the exception of the diploma seminar in the last year of study) means ending the studies



ABSOLUTORIUM



completion of studies

- Passing the diploma seminar is entered only when the diploma examination committee is appointed
- If the exam does not take place before the deadline for graduation, the Head of the Diploma Seminar should insert a grade

*NZAL [unsatisfactory]
with the comment
"due to failure to submit a diploma thesis"*

ukończenie
studiów

ABSOLUTORIUM

- Student who obtained an 'absolutorium' is treated differently

ukończenie
studiów

ABSOLUTORIUM

- On the basis of the obtained 'absolutorium', a student may apply for an extension of the duration of studies (§ 47 section 2 RS)
- The extension of the duration of studies is granted only for the preparation of the diploma thesis
- the final deadline for extension, including the time needed to prepare for the exam and the diploma exam itself, is **3 months** (up to Dec. the 31st)

ukończenie
studiów

ABSOLUTORIUM

- § 13 section 5:

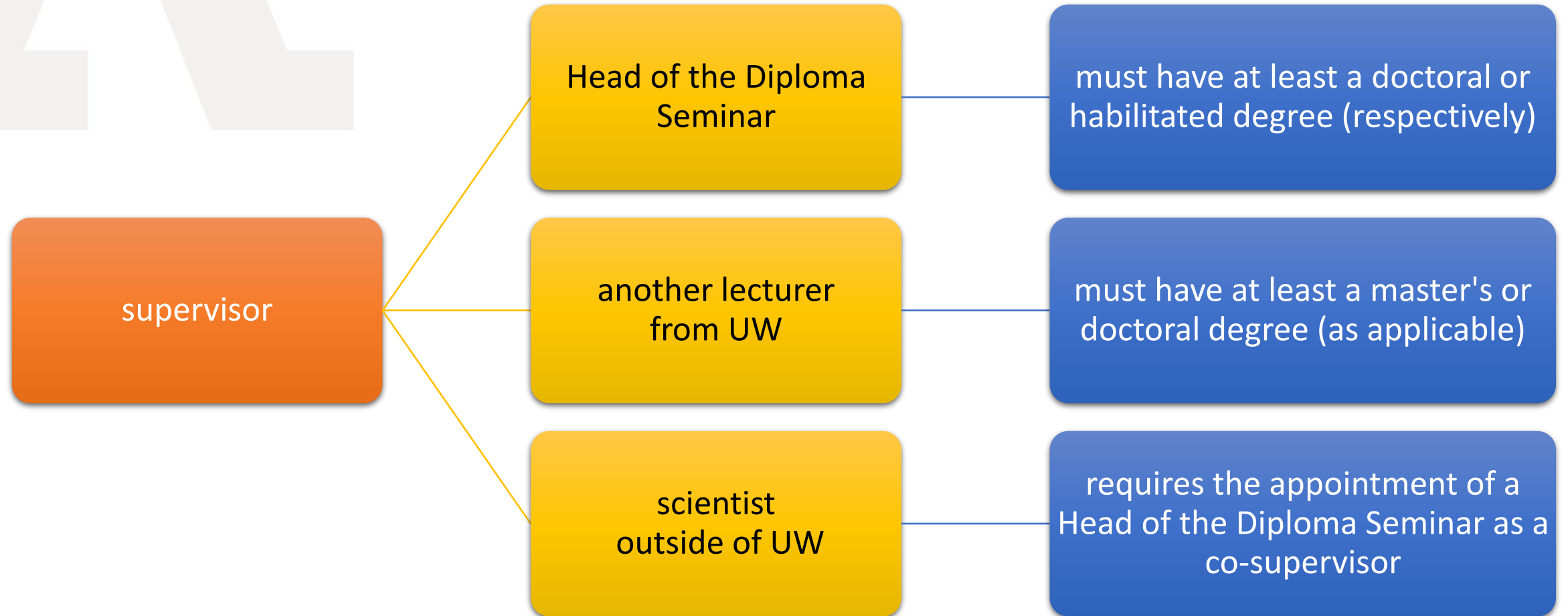
*A person who has ended studies, i.e. has fulfilled all the requirements set out in the study curriculum except for obtaining credit for the last cycle of the degree seminar due to the failure to submit a thesis envisaged in the curriculum or failed to obtain credit for any other course required to submit a thesis, **may apply for resumption of studies without the requirement to make up curricular differences mentioned in s. 4 within the non-extendable period of two years of being removed from the list of students.***



preparation of
the diploma
thesis

Diploma seminars and
supervising a diploma thesis

preparation of the diploma thesis



preparation of the diploma thesis



How to catch the supervisor?

1. Head of the Diploma Seminar:

- The student reports to the Head of the Diploma Seminar that this is their main seminar and that they would like them to supervise their thesis.
- After obtaining permission to supervise the thesis and determining the topic, the student writes a diploma thesis under the supervision of the Head of the Diploma Seminar.

2. Supervisor who works at the University of Warsaw:

- The student asks the selected academic lecturer for permission to take over the supervisorship. Consent must be given in writing.
- The student presents consent to the Head of the Diploma Seminar for acceptance (in writing!).
- After obtaining approval from the Head of the Diploma Seminar, student writes a diploma thesis under the supervision of a selected supervisor, but also presents the progress of work during the seminar.
- If the Head of the Diploma Seminar does not consent, this fact should be reported to the Head of the Educational Unit (KJD), who makes the final decision.

How to catch the supervisor?

3. Supervisor not working at the University of Warsaw:
 - The student asks the selected scientist for permission to supervise their thesis. Consent must be given in writing.
 - The student presents the candidate's consent for the promoter to the Teaching council no later than by the end of the first semester of the last year of studies.
 - After obtaining consent for co-supervision of the thesis by an external supervisor, the Vice-Dean for Student Affairs appoints the Head of the Diploma Seminar to perform the function of supervise the thesis.



preparation of
the diploma
thesis

Tasks of an academic teacher
supervising a diploma thesis

preparation of the diploma thesis

Number of theses

- An academic teacher may simultaneously conduct **6 bachelor's theses and/or 6 master's theses**. In justified cases, the Head of the Educational Unit (EUH), with the consent of the Dean, may agree to increase the limit of work carried out at the written request of an academic teacher. The authorization is valid in one didactic cycle. The sum of all diploma theses conducted by an academic teacher at both grades should not exceed 12 theses. (§6(1))

preparation of the diploma thesis

Tasks of the thesis supervisor

- The thesis supervisor supervises the creation of the thesis, in particular, providing assistance in determining the topic of the thesis and the schedule for its implementation by systematically checking work progress and is responsible for meeting the topical and formal requirements of the thesis.. (§6(3))
- The supervisor is responsible for the organization of the final stages of the procedure, in particular for **observing the dates and rules for conducting the diploma examination.** (§6(4))

preparation of the diploma thesis

Zadania prowadzącego seminarium dyplomowe

- If the Head of the Diploma Seminar under which the thesis is created **does not act** as the supervisor at the same time, **they are obliged to help in complying with the work implementation schedule by systematically checking its progress and providing support in ensuring the topical and formal requirements of the work are met.** (§6 (5))
- If the diploma thesis is written under the supervision of a person from outside the University, the provisions of sec. 5. are applied. (§6 (6))



preparation of
the diploma
thesis

Diploma thesis – topic, scope,
form

preparation of the diploma thesis

Wybór tematu pracy dyplomowej

- The subject of the diploma thesis is agreed upon by the student with the supervisor. If the supervisor is an academic teacher who does not conduct a diploma seminar, the topic is determined in consultation with the Head of the Diploma Seminar. (§2(1))
- The topic must be consistent with the discipline, profile and level of studies..
 - The bachelor's thesis proves **preparation for conducting scientific research**. (§2 (2))
 - The master's thesis proves **ability for conducting scientific research**. (§2 (2))

Approval of thesis topics

- **Until the end of the first semester of the last year of studies**, the Head of the Diploma Seminar collects topics for theses proposed and agreed upon with the student and the supervisor (if the latter does not perform both functions simultaneously). Then the list is submitted for approval to the Teaching Council, which verifies the compliance of the proposed topics with the discipline, profile of studies and level of education. (§4 (1))
- In case of doubts regarding the proposed topic of the diploma thesis, the Teaching Council will ask the supervisor for details, clarification or a change of topic. **The supervisor's answer must be presented to the Teaching Council at least three months before the defence date.** (§4 (3))
- A change in the subject approved by the Teaching Council must be notified immediately after it occurs, **no later than three months before the planned defence.**(§4 (4))

preparation of the diploma thesis

Substantive scope of the diploma thesis

- The diploma thesis created as part of the diploma seminar must meet **the learning outcomes** assumed for the given classes, which are the requirements for the diploma thesis. (§4 (1))
- The thesis may take the character of a **piece of research**, a **test of methodology** or a **review**. (§4 (2))
- The thesis proves **the ability to acquire, select and synthesize information by meeting the following conditions**: proper critical interpretation of archaeological finds; use of databases, digital repositories, library resources and other sources; critical analysis of texts; skilful formulation of conclusions. (§4 (6))

preparation of the diploma thesis

Types of diploma theses

	Bachelor's thesis	Master's thesis
The research thesis	The research thesis presents <u>the study of archaeological sources carried out under the supervision of an experienced researcher.</u> (§4 (3))	The research thesis presents <u>the study of archaeological sources carried independently, consulted by experienced researcher.</u> (§4 (3))
The methodological thesis	The methodological thesis presents the <u>application of one or more specific methodologies to study archaeological sources.</u> (§4 (4))	The methodological thesis <u>introduces a new methodologies to study archaeological sources.</u> (§4 (4))
A review work	A review work <u>includes an assessment of the state of research on a selected issue, based on a query, with the formulation of research issues.</u> (§4 (5))	A review work <u>includes a formulation of an original issue, based on a reinterpretation of the previous publications.</u> (§4 (5))

Form of diploma thesis

- The thesis must meet the formal requirements in accordance with the current regulations of the university authorities ([Zarządzenie Nr 119 Rektora Uniwersytetu Warszawskiego z dnia 5 czerwca 2020 r.](#); [Zarządzenie nr 16 Senatu Uniwersytetu Warszawskiego z dnia 18 maja 2006 r.](#); [Zarządzenie Nr 8 Rektora UW z dnia 31 sierpnia 2004 r. w sprawie prowadzenia Księgi Dyplomów i archiwizacji prac dyplomowych](#)). (§5 (1))
- The diploma thesis must meet the formal conditions for scientific work, including the provisions of copyright law in force in Poland (Act of February 4, 1994, on copyright and related rights), which must be respected in the process of preparing the work, especially in terms of references to literature and sources. Detailed guidelines on standards and procedures in the case of preparing final and diploma theses in violation of the law at the University of Warsaw have been prepared by the University Council for Education ([Uchwała nr 14 Uniwersyteckiej Rady ds. Kształcenia z dnia 13 lipca 2020 r.](#)). (§5 (2))

Form of diploma thesis

- The work should be written in correct and clear language, in a clear and logical way. Any additions to the text (drawings, photos, etc.) must be legible. (§5 (3))
- The diploma thesis should have a total of no less than:
 - 30 pages of standard typescript (approx. 55,000 characters with spaces) for Bachelor's thesis (§5 (4));
 - 60 pages of standard typescript (approx. 100,000 characters with spaces) for Master's thesis (§5 (4));

(suggested length without illustrations and list of references); however, **it depends primarily on the research topic undertaken**. Using Times New Roman (font size 12, footnotes 10) and 1.5 line spacing, with standard margins of 2.5 cm from each edge, is recommended. (§5 (4))

- The first three pages should be prepared according to the template following [Zarządzenie Nr 119 Rektora Uniwersytetu Warszawskiego z dnia 5 czerwca 2020 r.](#)

preparation of the diploma thesis

Thesis structure (§5 (6))

- The work must include the following:
 - a) summary;
 - b) keywords;
 - c) title in English and Polish;
 - d) table of contents containing the titles of chapters and subchapters of the work along with the appropriate numbers of the first pages;
 - e) introduction including the presentation of general information about the work, explanation of the thematic scope (chronological, spatial), presentation of the purpose of the work, theses and assumptions, research methods and sources and the state of research;
 - f) main text (presentation of the main problem of the work);
 - g) end, containing a summary and conclusions;
 - h) bibliography (list of literature cited in thesis, in alphabetical order, following the requirements of bibliographic description used in the texts of scientific publications in the field of humanities).
- Optionally, the work may also include a catalogue and additional attachments.

preparation of the diploma thesis

Thesis prepared by team of students

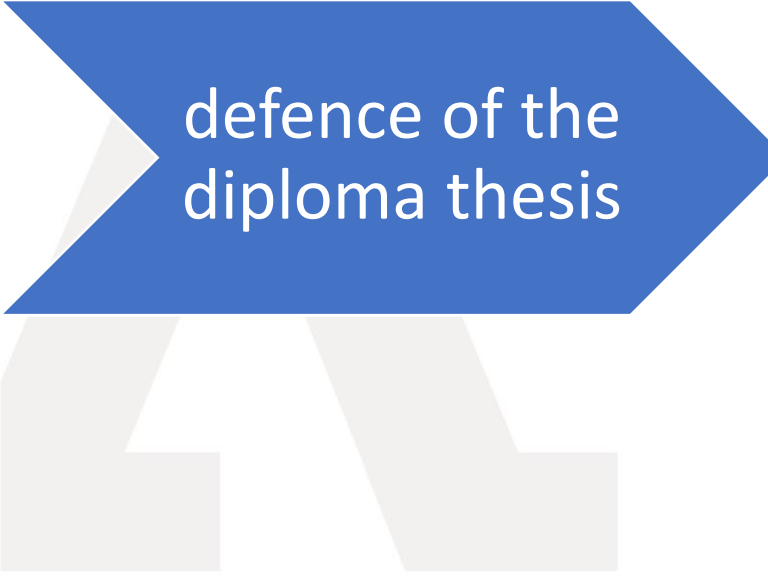
- In the case of planning a thesis prepared by more than one student, the supervisor shall notify the Teaching Council of this fact, with whom they shall determine in detail the participation and scope of work for each student creating the diploma thesis. (§3 (2))
- The rules for evaluating a diploma thesis prepared by more than one student are individually determined by the Teaching Council in consultation with the supervisor and the reviewer. (§9 (1))
- In the case of diploma theses prepared by more than one student, the parts developed by each must meet the formal and substantive requirements for a thesis described in § 7. (§9 (2))



preparation of
the diploma
thesis

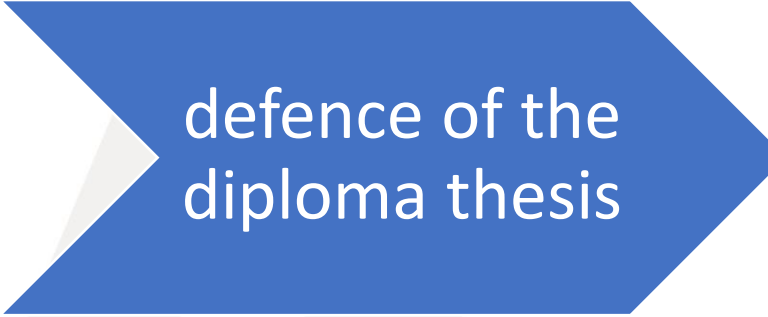
Thesis ineligible for defence

- Failure to meet these formal requirements, including the requirements of para. 2, **will render the thesis ineligible for defence**. In the event of a breach of copyright reported by the supervisor or reviewer, the Head of the Educational Unit (EUH) will additionally refer the case to the relevant UW Authorities for consideration. (§5 (7))



defence of the
diploma thesis

Rules for conducting the diploma exam (defence)



defence of the
diploma thesis

Examination Board

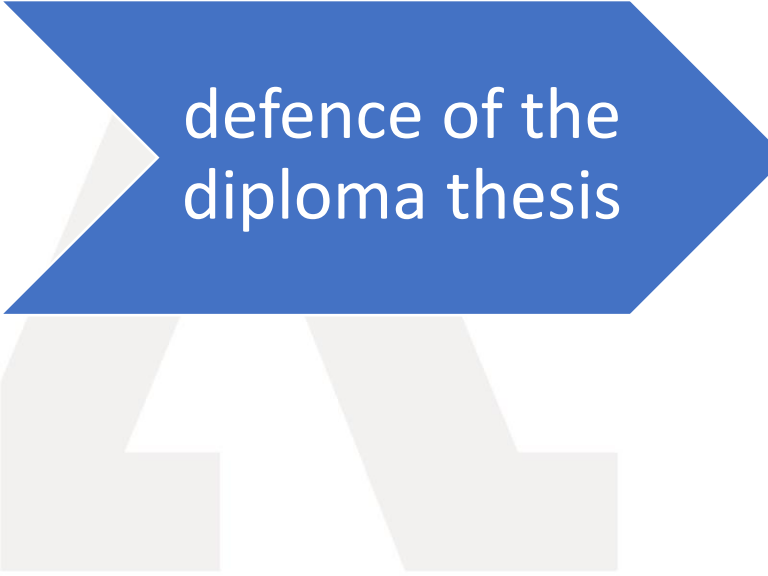
- In the application for the appointment of the examination board, the supervisor indicates:
 - Student's name and album number
 - Thesis title
 - Proposed members of the Examination Board
 - Proposed date of the diploma examination agreed with the members of the Examination Board
- The supervisor may also request that the exam be conducted remotely. The remote exam is organized by the chairman of the Examination Board.

Examination Board

- The diploma examination is carried out by a committee appointed by the Head of the Educational Unit (EUH), following the formal request by the supervisor, which consists of at least three persons: :
 - the Head of the Educational Unit (EUH) or another academic teacher appointed by them,
 - the supervisor of the diploma thesis and
 - the reviewer.
- In the case of the preparation of a thesis under the supervision of an academic teacher who does not conduct a diploma seminar, **the Head of the Diploma Seminar may additionally be appointed to the committee.** (§10 (1))
- A person who meets the requirements for the thesis supervisor following § 1 may act as a reviewer of the thesis. (§10 (2))

Examination Board

- **If a thesis is prepared under the supervision of a person from outside the University, that person shall be appointed to the committee as a member. (§10 (3))**
- No less than two committee members must hold a doctoral degree. (§10 (4))
- The Committee is chaired by the Head of the Educational Unit (EUH) or a person previously appointed by him/her. **The committee chairperson cannot be the supervisor supervising the student's diploma thesis or the Head of the Diploma Seminar in which the thesis was created.** (§10 (5))
- At the written request of the student or the supervisor of the diploma thesis, submitted no later than one week before the date of the examination, the Head of the Educational Unit (EUH) **may appoint additional members** to the examination board, including in particular representatives of the institutions and businesses involved in the subject of the thesis. (§11)

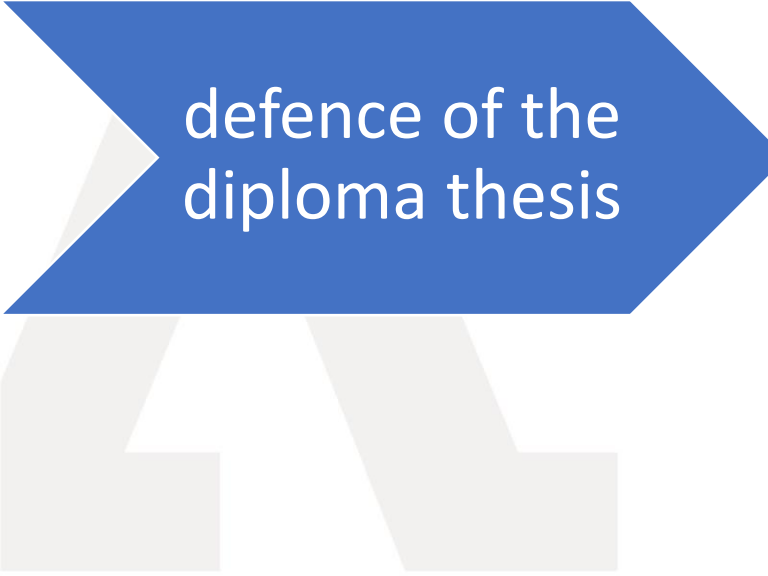


defence of the
diploma thesis

Preparing for the defence

defence of the diploma thesis

- After appointing the examination board, the employees of the student section of the dean's office begin the process of closing the course of study in the USOS system (they settle the course of study, launch an electronic pass, check the status of financial settlements)
- If there are no contraindications, the data on the work and appointed members of the commission are entered in the USOS, and from there they are imported into the Archive of Diploma Theses (ATD)
- The student receives an automatic notification from the ATD about the need to complete the data
- Instructions for students on how to use the ATD system can be found on the Archive page.



defence of the
diploma thesis

The student logs in to the APD system with USOSweb
credentials

defence of the diploma thesis



Archive of Diploma Theses

INFORMATION CATALOGUE

HOME PAGE

**FIRST CYCLE DEGREE AND
SECOND CYCLE DEGREE
THESES**

DOCTORAL THESES

ACCESSIBILITY
DECLARATION

CONTACT

University of Warsaw Theses Archive

Bachelor's and Master's theses

Relevant documents:

- Manual for authors, supervisors and reviewers - the procedure for uploading and confirming theses and uploading reviews
- Annex to an ordinance of the UW Rector – the specific provisions for keeping the Electronic Register of Diplomas in the USOS system and for archiving degree theses
- Degree thesis template – the current thesis format used at the University of Warsaw.

Basic rules for the use of the Theses Archive:

1. Access to the Theses Archive (TA) requires having an account with the central account repository (CUS). Setting an account is the responsibility of the teaching unit in which a given thesis was written.
2. In order to enable the student, thesis supervisor and thesis reviewer to enter data via TA, the flag "Thesis Status" has to be given the value "A – to be modified" in the USOS form. This is done by a clerk in the student section of the dean's office where the thesis is submitted.
3. The student enters a summary of the thesis, key words and the title of the thesis in English into the TA. After confirming the changes he/she can then upload the thesis as a PDF file (other formats are not accepted, particularly DOC). The maximum size of the file is determined by the system administrator (currently 25 MB). After completing the upload the student should choose the option "SEND TO SUPERVISOR FOR CONFIRMATION".
4. Once the file is sent, the thesis supervisor receives a request to confirm the data entered by the student in his/her interface. The supervisor checks the data (including the thesis) and confirms them, which results in transferring the thesis to the reviewer
5. Both the thesis supervisor and the reviewer can see the files uploaded by the student in their interfaces. They can upload their review, confirm it and print it. The printed review should then be signed and delivered to the student section of the dean's office of

Ocena pracy

- The diploma thesis is assessed using the Archives of Diploma Theses of the University of Warsaw (ADT). (§7 (1))
- Instructions for students on how to submit a thesis at APD are available [here](#) (in Polish only 😞)
- All diploma theses are obligatorily submitted for checking with an anti-plagiarism program under the Uniform Anti-Plagiarism System (UAS). In case of an infringement of the provisions of copyright, the rules set out in § 5 para. 6 are applied. (§7 (2))
- Each thesis is assessed independently by the supervisor and the reviewer - members of the examination committee appointed according to the provisions of § 10. (§7 (3))
- Diploma theses are reviewed in terms of topical and formal requirements, with particular emphasis on achieving the learning outcomes required by the study programme. (§7 (4))

Anti-plagiarism procedure in the diploma defence process

Procedury antyplagiatowe w zakresie prac dyplomowych

§ 6

1. Zgodnie z § 46 ust. 8 Regulaminu Studiów na Uniwersytecie Warszawskim (Monitor UW z 2019 r. poz. 186), jeżeli praca dyplomowa jest pracą pisemną, przed egzaminem dyplomowym podlega ona sprawdzeniu z wykorzystaniem Jednolitego Systemu Antyplagiatowego.
2. Rekomenduje się, aby kierujący pracą dyplomową dokonał weryfikacji raportu z badania antyplagiatowego, uwzględniając tematykę pracy oraz specyfikę dyscypliny naukowej, do której przyporządkowano kierunek studiów, w ramach którego została przygotowana praca dyplomowa.
3. W przypadku wystąpienia podejrzenia dokonania plagiatu kierujący pracą dyplomową powinien przeprowadzić rozmowę wyjaśniającą z autorem pracy. Na podstawie rozmowy oraz raportu z badania pracy w systemie antyplagiatowym kierujący pracą akceptuje ją albo podtrzymuje podejrzenie dokonania plagiatu.
4. Podejrzenie dokonania plagiatu może zgłosić kierującemu pracą dyplomową oraz KJD także recenzent pracy dyplomowej.
5. Przepisy § 5 ust. 4-8 stosuje się odpowiednio.

defence of the diploma thesis

Raport z badania antyplagiatowego ogólny

1

Próba

niski

Poziom
podobieństwa



Wynik zaakceptowany
przez promotora

Metryka

Tytuł pracy					
Zbadaj przetłumaczony tekst	Nie				
Autorzy pracy		Imię i Nazwisko	Numer albumu	Typ pracy	Jednostka lub Instytucja
					Wydział Archeologii
Promotorzy		Imię i Nazwisko	Instytucja	Recenzenci	Imię i Nazwisko
		dr Elżbieta Jaskulska	Uniwersytet Warszawski		dr Elżbieta Jaskulska
Badane pliki		<input type="text"/>			
Numer badania		Numer próby		Data wykonania próby	

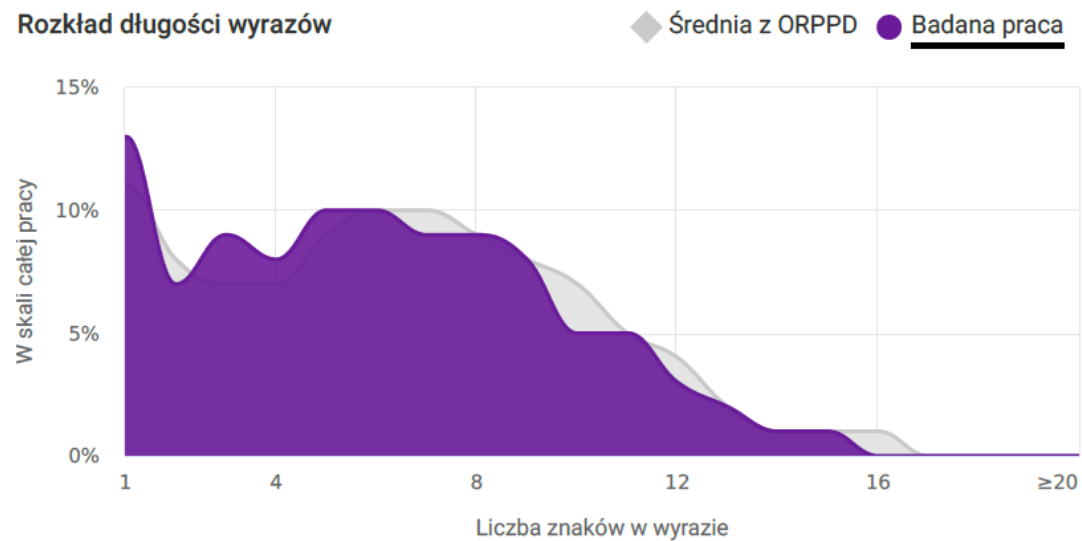
defence of the diploma thesis

Analiza tekstu

Statystyka

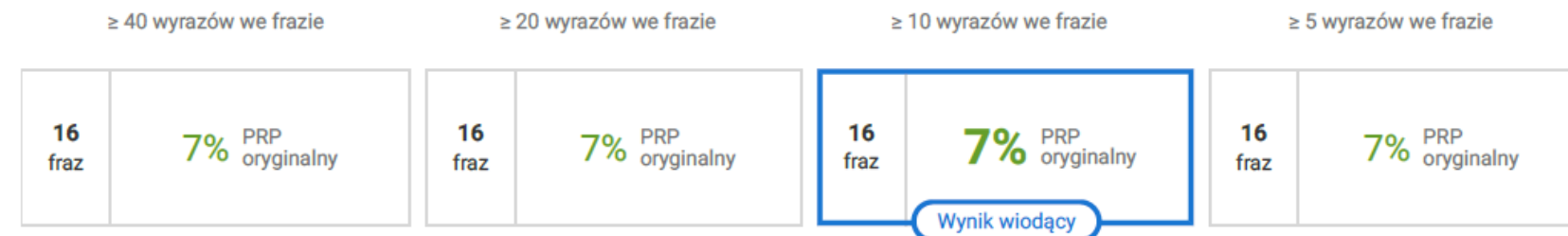
124 226	Znaki
33	Znaki specjalne lub spoza języka pracy
0.03%	względem wszystkich znaków
15 720	Wyrazy
1 404	Nierozpoznane wyrazy
8.93%	względem wszystkich wyrazów
5	Elementy graficzne
0	Fragmenty innego stylu

Rozkład długości wyrazów



defence of the diploma thesis

Wyniki ogólne

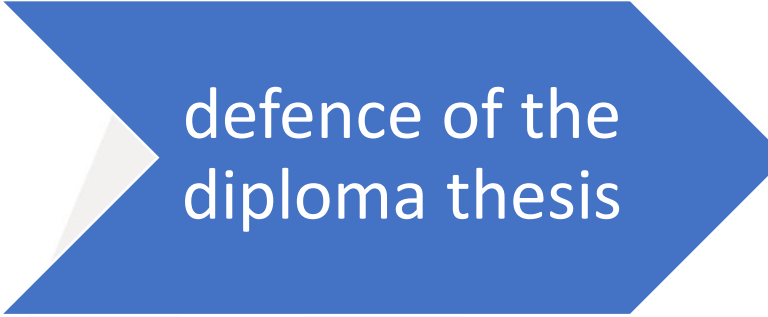


Wyniki szczegółowe

Nr	Referencyjna baza porównawcza	PRP dla fraz o zadanej długości			
		≥ 40	≥ 20	≥ 10	≥ 5
1	Akty prawne	0%	0%	0%	0%
2	Internet	0%	0%	0%	0%
3	ORPPD i BPA	7%	7%	7%	7%
4	Baza instytucji	0%	0%	0%	0%

System ATD (§7 (5))

- The review, prepared using the form provided by the ADT, includes an assessment according to the following criteria:
 - a) Is the content of the thesis consistent with the title?;
 - b) Evaluation of the thesis layout, division of contents, order of the chapters, completeness of the arguments, etc.;
 - c) Factual evaluation;
 - d) Does the thesis constitute a new approach, and to what extent?;
 - e) Characteristics of the choice and usage of sources;
 - f) Evaluation of the formal aspect of the thesis (correctness of language, mastery in technique of writing, table of contents, footnotes);
 - g) The way in which the thesis is used (publication, sharing with institutions, sources);
 - h) Other comments;
 - i) Overall evaluation of the thesis;
 - j) Thesis grade.



defence of the
diploma thesis

The deadline for making reviews of
theses available to students

Reviews of the diploma thesis must be approved in the Diploma Thesis Archive at least:

- **three full working days** (§8 (1)) before the date of the bachelor examination;
- **five full working days** (§8 (1)) before the date of the master examination.



Formal request to correct the thesis

- If the reviewer, having familiarized him/herself with the thesis, **sees the need to introduce significant changes to its content**, they may request the student to correct the thesis **within the time limit specified in the agreement with the thesis supervisor, formulating the issues to be corrected in writing**. If the corrected paper is not submitted within the prescribed period, the reviewer evaluates the paper as unsatisfactory. (§8 (3))
- After the student submits the corrected thesis within the time limit specified in the agreement, the reviewer prepares an assessment of the thesis. If the review is positive, the supervisor, in consultation with the examination board members and the student, shall set a new date for the examination, subject to the provisions of sec. 1. (§8 (5))

Negative assessment

- If the reviewer assesses it negatively after reading the thesis, the Head of the Educational Unit (EUH) appoints a **second reviewer**. If the second reviewer's review is positive, the supervisor, in consultation with the Head of the Educational Unit (EUH), the reviewer and the student, sets a new date for the exam, subject to the provisions of sec. 1. **If a second negative review is submitted, the thesis under assessment cannot be the basis for applying for a bachelor's or master's degree appropriately.** (§8 ust. 2)

Cancelling the defence date

- A call for improvement or a negative assessment by the reviewer means cancelling the original defence date. (§8 ust. 4)

defence of the diploma thesis

Defence date

- The diploma examination should take **place by the end of the resit session of the last year of studies**. In justified cases, the Head of the Educational Unit (EUH) may grant permission for a later defence date at the student's written request, **submitted no later than two weeks before the end of the resit session of the last year of study.**(§12 (1))

Form of the exam

- The diploma examination is **oral** and recorded on paper. The committee determines the examination grade during closed sessions. **The result of the examination is immediately announced to the student by the committee.** (§12 (2))
- At the justified written request of **the student** or **one of the committee members**, submitted no later than **one week before the exam date**, the Head of the Educational Unit (EUH) may consent to the defence being conducted remotely with the participation of one of the committee members using videoconferencing tools. The person participating remotely is responsible for ensuring the technical conditions for the connection. In such a case, the student submits written consent to interrupt and/or postpone the exam in the event of technical difficulties. (§12 (7))
- During the COVID 19 epidemic, the provisions of [Zarządzenie Nr 120 Rektora Uniwersytetu Warszawskiego z dnia 5 czerwca 2020 r. w sprawie składania pracy dyplomowej i przeprowadzania egzaminu dyplomowego w trybie zdalnym](#) apply.

Form of the exam

- At the written request of the student or the supervisor of the diploma thesis, submitted **no later than one week before the examination date**, the Head of the Educational Unit (EUH) may conduct an open diploma examination. All interested parties may participate in the open part of the open examination as observers. **During the open part, observers are allowed to ask questions, but they do not affect the assessment of the exam.** (§12 ust. 8)

Exam questions

- The exam consists of **a minimum of three and a maximum of five questions** checking the student's knowledge in the field presented in the thesis and the skills and competencies acquired during the studies, asked by the members of the Examination Committee. (§12 (3))
- The supervisor asks a question/questions from the list of general issues for a given diploma seminar. The Head of the Diploma Seminar should announce the list of topics for the exam no later than at the beginning of the second semester. (§12 (4))
- The reviewer asks a question/questions regarding the subject of the thesis. In the case of appointing additional committee members following §10 sec. 2 or §11, they also have the right to ask questions related to the diploma thesis. (§12 (5))
- Each question is assessed separately; **the final defence grade** is determined during the closed part of the exam and is **based on grades for each answer**. (§12 (6))

ATTENTION! Planned changes

- Before the beginning of the summer semester, it is planned to introduce an amendment to the rules of diploma for the bachelor's studies
- A rule will be introduced that one of the questions asked during the defence will concern issues from the methodology of archaeology
- The question will be drawn from the list of questions attached to the diploma regulations (available to all interested)
- The question will be asked by the chairman of the examination board
- An additional question cannot increase the number of questions asked beyond the statutory five.

**WHEN PEOPLE ASK HOW
MY THESIS IS GOING...**

