

Guidance for the preparation of diploma thesis at the Warsaw University of Life Sciences.

§ 1

1. The diploma thesis is an independent scientific or practical project, or technical performance, representing the student's general knowledge and skills related to the field of study, level, profile, as well as the ability to independently analyse and draw conclusions. The diploma thesis confirms the use of knowledge, skills, and social competencies related to the learning outcomes specified in the study program for a given field of study, level, and study profile, related to the assigned scientific discipline.
2. The diploma thesis prepared for 1st cycle studies is intended to achieve the professional title of bachelor or engineer, in the event that the study program provides for the preparation of such a thesis, hereinafter also referred to as a bachelor's thesis or engineer's thesis. It is intended to confirm the use of knowledge, skills, and social competencies which lead to solving specific theoretical and/or practical issues.
 - 1) Bachelor's thesis:
 - a) the topic is adapted to the completed field of study,
 - b) has a defined research problem and may contain a scientific hypothesis,
 - c) uses the current domestic and/or foreign scientific literature,
 - d) presents an issue relevant to the knowledge and skills acquired during 1st cycle studies,
 - e) demonstrates preparation for conducting scientific research as regards general academic profile,
 - f) uses the research instruments learned during the studies,
 - g) presents the ability to independently interpret the presented issue,
 - h) may be:
 - a case study,
 - an expertise,
 - a project work,
 - an article published in a scientific journal or a chapter in a monograph, subject to the provisions of § 2.
 - 2) Engineer's thesis:
 - a) the topic is adapted to the completed field of study,
 - b) has a defined research problem and may contain a scientific hypothesis,
 - c) uses the current domestic and/or foreign scientific literature,
 - d) presents an engineering issue relevant to the knowledge and skills acquired during 1st cycle studies, leads to the presentation of specific solutions, formulation of recommendations, and guidelines for practical use,
 - e) demonstrates preparation for conducting scientific research as regards general academic profile,
 - f) uses the research instruments learned during the studies,
 - g) presents the ability to independently interpret the presented issue,
 - h) may be:
 - an expertise,
 - a case study,
 - a project work,
 - a construction work, a solution for a given technological, technical, architectural issue or other project work,
 - a designed and completed computer program or system,
 - an article published in a scientific journal or a chapter in a monograph, subject to the provisions of § 2.
3. The diploma thesis prepared for 2nd cycle studies, hereinafter also referred to as the master's thesis is intended to confirm the student's knowledge, skills, related to the field of study and is of a scientific character. The master thesis:
 - 1) the topic is adapted to the completed field of study,
 - 2) has a defined research problem and contains a scientific hypothesis,
 - 3) demonstrates the ability to: conduct scientific research, use of sources of knowledge on a given subject, critical understanding of literature data and the adopted theories and rules of their application, proper use of research methods, presenting, interpreting and discussing the results, and formulating insights and conclusions,

- 4) uses the current domestic and/or foreign scientific literature,
- 5) uses the research instruments learned during the studies, or those beyond the study program,
- 6) may be:
 - a technical, technological, laboratory, social experiment, or any other form of research related to the assigned scientific discipline.
 - an article published in a scientific journal, subject to the provisions of § 2.

§ 2

1. A Bachelor's or Engineer's thesis in the form of an article published in a scientific journal or a chapter in a monograph, and a Master's thesis in the form of an article published in a scientific journal, may be considered a publication related to the learning outcomes achieved at a given field, level, and study profile, in a peer-reviewed journal included in the list of scientific journals and reviewed materials from international conferences announced in the statement of the minister responsible for higher education and science pursuant to Art. 267(3) of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2021, item 478). In the case referred to in the first sentence, the diploma thesis requires submitting an application to the given Vice-Dean of the Faculty for recognition of the prepared scientific article as a diploma dissertation pursuant to the procedure specified in para. 2 and 3. A scientific article is also considered published in the event of assigning a DOI name.
2. The diploma thesis referred to in para. 1, is prepared as independent work or as a co-authorship of no more than 2 people, with the student's contribution of not less than 50%, and is confirmed in a declaration submitted by both co-authors. The co-authors' declarations are to be attached to the submitted copy of the thesis.
3. A student is obliged to submit an application for recognition of a prepared scientific article as a diploma thesis on a given topic, indicating the co-author of the article, within less than one semester before the planned date of graduation, A consent to recognize the prepared scientific article as a diploma thesis is given by the Vice-Dean of the Faculty after consulting at least one of the following persons:
 - 1) student's supervisor,
 - 2) co-author indicated in the application,
 - 3) head of the SGGW organizational unit, where the student conducts research.

§ 3

1. The Deputy Dean of the Faculty may give consent to the preparation of the diploma thesis for 1st cycle studies jointly by no more than 3 students, after the submitted application has been positively assessed and justified by the thesis supervisor(s).
2. The collaborative diploma thesis for the 1st cycle studies referred to in para. 1, has to clearly indicate
3. the authors of the given parts in the table of contents.
4. Each part of the collaborative diploma thesis referred to in para. 1 and 2, is subject to separate evaluation, carried out by the thesis supervisor(s), and each part requires a separate review.

§ 4

The Deputy Dean of the Faculty may give consent to the preparation of a given diploma thesis based on the need to present a specific topic reported by the third parties after the submitted student's application has been positively assessed and justified by the thesis supervisor(s).

§ 5

1. Any academic with scientific achievements, knowledge, and interests in the field of study related to the assigned scientific discipline may be the supervisor of the diploma thesis.
2. In the special case of the interdisciplinary or implementation character of the diploma thesis, the Vice-Dean of the Faculty, at the justified request of the student, may give consent to the thesis supervisor who is not an academic teacher employed at the Warsaw University of Life Sciences, subject to the provisions of the Regulations of Study at SGGW in force.
3. The diploma thesis is subject to review. The reviewer of the diploma thesis should be an academic teacher whose scope of scientific interests is related to the issues of the reviewed work.

4. Provided the thesis supervisor is an academic teacher with a doctoral degree, the reviewer should be an academic teacher with at least a doctoral degree, in the case of a bachelor's or engineer's thesis. In the case of a master's thesis, the reviewer should be a doctor habilitated.

§ 6

The diploma thesis, including the work in the form of a published scientific article, should be submitted in writing, presenting the student's achievements, and meeting the formal requirements set out in Annex 1 to this guidance.

§ 7

1. The layout of the diploma thesis prepared in the form of a traditional compact study should contain:

- 1) for bachelor's or engineer's thesis:

- a) table of contents,
- b) introduction with some elements of the literature review,
- c) purpose and scope of the work,
- d) description of the methodological assumptions,
- e) discussion of the results,
- f) conclusions,
- g) a list of literature;

- 2) for master's degree thesis:

- a) table of contents,
- b) introduction
- c) the literature review,
- d) purpose and scope of the work
- e) research material and methodology,
- f) discussion of the results,
- g) conclusions,
- h) a list of literature,

taking into account para. 2.

2. Additional requirements resulting from the specificity of the study field and the provisions contained in the faculty education quality assurance systems, in particular:

- 1) the subject area of diploma theses,
- 2) the expected volume of diploma theses,
- 3) literature requirements,
- 4) declaration template referred to in § 2 para. 2,
- 5) application template referred to in § 2 para. 1 and 3, in § 3 para. 1 and in § 4 to be determined by the Dean of the Faculty based on a resolution of the relevant program council.

3. The form of the diploma thesis, the author's declaration, and the editorial conditions of the diploma thesis are specified in Annex 1 to this guidance.

4. The template of pages no. 1-5, and the template of the penultimate page of the diploma thesis constitute Annex 2 to this guidance.

5. The thesis supervisor is responsible for the verification of compliance with the formal conditions of the diploma thesis.

6. Before taking the diploma examination, the student has the right to get acquainted with the assessments of their work made by the thesis supervisor and reviewer.

§ 8

In matters not covered by the Guidance specified in § 1-7, the provisions of the applicable Regulations of studies at the Warsaw University of Life Sciences as well as the Act of 20 July 2018 Law on Higher Education and Science shall apply.

The form, statements, and editorial conditions for the diploma thesis to be submitted to the Warsaw University of Life Sciences.

1. Traditional compact publication.

1) A4 size,

a) single-sided printing without page numbering:

- page 1 - cover page, cover page template in editable version depending on the type of work, available in an editable form on the SGGW websites,
- page 2 (back of the title page) - only in the case of a thesis prepared in a team, it contains a list of authors with details regarding the chapter numbers,
- page 3 - the thesis supervisor's statement; the author's declaration,
- page 5 - abstract, title, keywords in Polish; abstract, title, keywords in English,
- penultimate page - permission to share the thesis via the library,
- pages: 2 in the case of individual work, 4, 6 and the last one, remain unprinted,
- the content of pages 1 to 5 complies with the template set out in Annex 2;

b) two-sided printing, page numbering started from page 7 (table of contents): all other pages containing the thesis in line with the specified table of contents - continuous numbering;

2) Margins: top - 2.5 cm, bottom - 2.5 cm, side - mirrored: internal 3.5 cm, external 2.5 cm;

3) Font: Times New Roman, size 12 pts., except for pages 1 to 5, for which the font size is specified in Annex 2, in brackets;

4) Line spacing: 1.5 lines, text justified (aligned to the side margins), space before and after the paragraph 0 pt;

5) Footnote: font 10 pts., single line spacing, justified text;

6) Hardback cover; bachelor's, engineer's and master's diploma theses cover template pursuant to the Regulation No. 16 of the Rector of the Warsaw University of Life Sciences of 5 February 2021 on the introduction of the Visual Identity Book - description and rules for the use of the visual identification mark of the Warsaw University of Life Sciences.

2. The thesis prepared in the form of a published article or in the form of a chapter in a monograph should be submitted in the form specified in para. 1. for a traditional compact publication, where:

- the title page contains information on the preparation of the thesis in the form of a published article or in the form of a chapter of a monograph along with the full version of the journal/monograph,
- page 7 - a copy of the journal/monograph cover with the published text,
- page 9 - a copy of the first page of the article/chapter of the monograph,
- page numbering started from page 11 and include the entire content of the article/chapter of the monograph.

- page 1 template: Thesis type header - SGGW font; content - Times New Roman font (font size in brackets), the header specifying the thesis type of work with the page template in an editable version is available on the SGGW website and the departments' websites; footer - an example

Diploma Thesis

Bachelor's / Engineer's Thesis

Author's name and surname (12)
Student ID number (12)

Thesis title

Thesis title in English (14)

Diploma thesis presented to the Faculty of ... (12)
Name of the Faculty (12)

Prepared in a form of a published article/ chapter of a monograph in:
Full name of the journal (14)

Thesis under the supervision of (12)
Academic title, supervisor's name and surname (12)
Supervisor's work address (Institute/ Department/ Division) (12)

Warsaw, year (12)

SGGW logo / Faculty logo

Thesis prepared in a team of: (12)

1 Author's Name and Surname (14)

Student ID number (12)

The author of: (list the chapters' numbers and page numbers in accordance with the table of contents)

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2. Author's Name and Surname (14)

Student ID number (12)

The author of: (list the chapters' numbers and page numbers in accordance with the table of contents)

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3. Author's Name and Surname (14)

Student ID number (12)

The author of: (list the chapters' numbers and page numbers in accordance with the table of contents)

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- page 3 template: Times New Roman font - font size 12.

Declaration of the Thesis Supervisor

I hereby declare that this thesis * / the chapters of the thesis prepared as a team * indicated by the author has / have been * prepared under my supervision and I confirm that it meets * / they meet * the conditions for presenting this work in the procedure for the award of a professional title.

Date

Supervisor's signature

Declaration of the author of the thesis

Aware of legal liability, including criminal liability for submitting a false declaration,

I hereby declare that this diploma thesis * / the chapters of the diploma thesis prepared as a team * was * / were * written * by myself and does not contain * / do not contain * the content obtained in a manner inconsistent with applicable law, in particular the Act of 4 February 1994 on copyright and related rights (Journal of Laws of 2019, item 1231, as amended).

I declare that the submitted work has not previously been the basis for any procedure related to the awarding of a diploma or obtaining a professional title.

I certify that this version of the work is identical to the attached electronic version.

I acknowledge that the diploma thesis will be subject to the procedure of the anti-plagiarism.

Date

Author's signature

* select the appropriate, delete not applicable.

- page 4 remains empty -

- page 5 template: Times New Roman font - font size in brackets

In Polish:

Streszczenie (12 bold)

Tytuł pracy (12 bold)

Streszczenie pracy - do 1000 znaków (10)

Słowa kluczowe - do 6 (12)

In English:

Summary (12 bold)

Title (12 bold)

Summary – 1000 characters max (10)

Keywords – 6 max

-penultimate page template: Times New Roman font - font size 12.

I hereby give my consent to make my thesis available in the reading rooms of the SGGW Library including in the SGGW Theses Archives.

.....
(legible signature of the author of the thesis)

I hereby give my consent to make my thesis available in the reading rooms of the SGGW Library including in the SGGW Theses Archives after the year *.

.....
(legible signature of the author of the thesis)