



**FACULTY OF
INTERNATIONAL AND
POLITICAL STUDIES**

University of Lodz



**UNIVERSITY
OF LODZ**

GRADUATION GUIDELINES

**FACULTY OF INTERNATIONAL AND POLITICAL
STUDIES**

UNIVERSITY OF LODZ

These guidelines contain the diploma rules adopted at the Faculty of International and Political Studies and supplement the obligatory regulations at the University of Łódź.

1. Diploma seminar

1. A Student chooses a diploma seminar according to the didactic calendar of the Faculty of International and Political Studies (WSMiP). Registration takes place electronically in the USOS system. Each student chooses only one diploma seminar.
2. A Student chooses a diploma seminar offered within the framework of the studied major (study programme); if the study programme includes a specialization, the seminar is chosen within the framework of the specialization chosen by the Student.
3. The maximum number of participants for a bachelor seminar is set at 12 and for a master seminar at 9.
4. The offer of diploma seminars is presented by the Dean's representatives to the Vice-Dean for Education, who approves them at the beginning of the academic year.
5. The student participates in a diploma seminar for three semesters of studies. (Semester 4, 5 and 6 for first degree studies; semester 2, 3 and 4 for second degree studies).
6. All other matters shall be decided by the Dean or the appropriate Vice-Dean.

2. DIPLOMA THESIS

2.1 Substantive requirements

2.1.1. General remarks

The obligatory form of the diploma thesis at the Faculty of International and Political Studies is a written dissertation. The diploma thesis (Master's/Bachelor's thesis) is the result of a student own work carried out under the supervision of an academic teacher, hereinafter referred to as the thesis supervisor. The topic of the diploma thesis should be within the scope of the scientific discipline to which the major learning outcomes have been assigned. The

diploma thesis is a practical test of knowledge, skills and competences acquired in the course of education in a given field of study, taking into account the specific nature of the chosen specialisation. It has a scientific character since its essence is the definition of a research problem, the formulation of hypotheses, the application of adequate research methods, based on the use of source and extra source material, enabling scientific interpretation of the recognized reality and the formulation of conclusions and assessments that may be subjected to a verification procedure. The paper should clearly distinguish between the results of student's own and other authors' research. The use of the results of others' research and other secondary sources must be notified in footnotes. Their absence disqualifies the thesis as it is evidence that the source literature on the subject has not been mastered, verified sources have not been used or other people's thoughts and findings have been used in an unauthorised manner

2.1.2. Types of diploma thesis

The diploma thesis may have theoretical, empirical, theoretical-empirical or review character:

- **A theoretical thesis** is a presentation of a given topic in the context of a selected scientific theory or concept. It seeks to establish the mechanisms of specific phenomena and to organize logically statements of a general nature relating to the essential features of the analyzed problematics. The aim of the thesis is to strengthen the theoretical position or to point out its deficiencies;
- **An empirical thesis** presents the results of independent research conducted by the author aimed at solving a defined research problem. This research is carried out through the analysis of research material (source and extra source), in accordance with the methodology pertaining to the given field of study;
- **A theoretical-empirical thesis** combines features of both types of thesis mentioned above.
- **A review thesis** is based on data concerning a selected phenomenon derived from the source literature. The data is analyzed and on this basis conclusions are formulated. In such a work, the aim is to establish and evaluate the state of knowledge in the field of the analyzed research problem.

Bachelor's thesis:

- should have a narrower subject matter;
- should be at least a review;
- should include the results of the author's own research/analysis;
- should be between 35 and 45 pages in length of the main text.

Master's thesis:

- should be innovative and address original research questions;
- should use up-to-date and much more extensive literature on the subject than undergraduate work, and if possible also foreign language literature;
- should contain a methodological and theoretical empirical part, presenting the results of the author's own research/analysis conducted on the basis of the analysis of source material (if these are empirical or theoretical-empirical works);
- should be between 60 and 80 pages in length of the main text.

2.2 Formal requirements**2.2.1. Structure of the diploma thesis****The thesis should include:**

1. a title page in accordance with the model set out in Appendix 1 for Bachelor's theses and Appendix 2 for Master's theses (this page is not numbered);
2. a table of contents, which shall be on the second page of the thesis; each of its elements shall reference the page number on which the given chapter/subchapter is placed. The table of contents provides information on such elements of the thesis as: introduction, structure of the thesis (chapters, subchapters, conclusion, bibliography), list of tables, figures and appendixes;
3. an introduction, which should:
 - justify the choice of the thesis topic;
 - explain the aims/objectives of the thesis;
 - define the research problem, present thesis/hypotheses/research questions;
 - discuss the research methods used;
 - discuss the types of data sources used;
 - discuss the current state of research (literature review);

- justify the adopted layout of the content of the thesis and give a summary of individual chapters;
4. the main text is presented in chapters and/or subchapters, identified on the basis of the research objectives set. The content presented in the chapters must be documented by footnotes. Footnotes should be numbered separately within each chapter. The text of footnotes should be at the bottom of the page, separated from the main text. Bibliographic references of cited sources and publications should be in accordance with the bibliographic description adopted by the seminar leader (e.g. PN-ISO 690/PN-ISO 690-2, APA, Harvard style, MLA, TCMOS, etc.).
 5. the conclusion includes the Author's summary findings - a brief presentation of the research results, own opinions and remarks concerning the research problem;
 6. an index (bibliography), source materials of the literature used and other sources of information cited in the paper. The bibliography should be structured in such a way as to show the hierarchy of importance of the research material used in the paper. A rule should be adopted that only those publications cited in footnotes are included in the bibliography.
 7. list of tables, drawings (diagrams, maps), annexes, etc.

2.3 Editorial requirements

- page format A4 (vertical layout)
- font: Times New Roman, Arial or Courier,
- basic font size: 12 pt
- font size in footnotes: 10 pt.
- Line spacing: 1.5 (main text), 1 (text of footnotes),
- margins: top: 2.5 cm, bottom: 2.5 cm, left: 3 cm, right: 2 cm,
- Justification (alignment of text to both margins),
- each paragraph must begin with an indentation,
- all pages of the paper (except the title page) should be numbered (number at the bottom of the page).

3 Diploma examination

3.1 Before the diploma examination:

1. The student entered for the diploma examination has a completed study programme and has obtained all positive grades in the USOS system.
2. The student enters all data concerning the thesis into the ADF system:
 - a) the title of the diploma thesis in Polish if the thesis is written in a language other than Polish,
 - b) the title of the thesis in English if the thesis is written in a language other than English, c) keywords in Polish and English; additionally in the original language if the thesis is written in a language other than Polish or English,
 - d) summaries of the thesis in Polish and English; additionally in the original language in the case of a thesis written in a language other than Polish or English,
 - e) the student approves the self-writing statement.
3. The student adds his/her diploma thesis to the APD system as a single file in PDF format. Possible attachments, e.g. consent to public availability of the thesis Attachment No. 3) are also entered by the student into the APD system as an additional, separate file.
4. The diploma thesis supervisor approves data concerning the thesis in the ADF system.
5. The diploma thesis supervisor accepts the following statement and then submits the thesis for the review. *"I declare that this thesis has been prepared under my supervision and I state that it fulfils conditions to be presented as part of a procedure of awarding a professional title."*
6. The student submits to the Student Service Office (BOS), no later than 14 days before the diploma examination, an application to the Dean for the inclusion of additional achievements in the supplement, together with the originals of the documents certifying the student's additional achievements, e.g. the student government, participation in research work, functions in scientific circles, additional internships (not included in the study programme) - organised by the University. Failure to meet this deadline will result in these achievements not being included in the supplement.
7. The evaluation and review of the diploma thesis should be entered in the ADF no later than 7 days before the scheduled date of the diploma examination together with a report from the anti-plagiarism system accepted at the University.

8 The thesis supervisor notifies the Student Service Office (BOS), via the secretariat appropriate for the department, in written/electronic form of the proposed date of the examination, no later than 14 days before the planned date of the diploma examination. The examination board consists of the chairperson of the board, the thesis supervisor and the thesis reviewer. The chairperson of the examination board is the Dean, Vice-Dean, or another academic teacher authorised by the Dean to perform this function. The Student Service Office (BOS) informs the members of the board of the date of the examination after the composition has been approved by the Dean.

9 The reviewer of the diploma thesis should be a person who has appropriate substantive competences for preparing the review of the diploma thesis. If the reviewer is from the same department as the supervisor, the chair of the board cannot be an employee of the same department. The written assessment and review shall be based on the standardised review template in attachment No. 4 for reviews in the Polish language and in attachment No. 5 for reviews in the English language.

10 The diploma thesis review is prepared in the language in which the thesis is written.

11 The diploma examination should be conducted not later than within one month from the date of uploading the thesis to the APD system.

3.2 Diploma examination

1. All members of the examination board shall participate in the diploma examination.
2. The diploma examination is a test of the student's knowledge in the field of study and specialization, as well as a test of knowledge of the problems of the diploma paper. The examination issues are available on the Faculty website and are provided by the thesis supervisor.
3. The diploma examination takes place in the language in which the student has studied.

3.3 After the diploma examination

1. Members of the board immediately after the diploma examination complete the diploma examination protocol and sign it in the APD system.

2. Before receiving the diploma it is the graduate's duty to: submission to the Student Service Office the student ID card, a confirmation of payment for the diploma (only students who started their studies before 1.10.2019), settlement of the electronic circulation card. Receipt of the diploma is possible after the graduate/s has settled all obligations towards the University and the Faculty resulting from the contract for the provision of educational services.

3. Upon the graduate's application (Appendix No. 6), the BOS issues an additional copy of the diploma translated into one of the following foreign languages: English, French, Spanish, German, Russian, and a copy of the diploma supplement in English. The documents are issued within 30 days of the application being submitted, after the graduate has paid a fee (Appendix No. 7).

4. At the request of the graduate (Appendix No. 8), the documents confirming graduation may be sent by post or handed over to a person authorised by the student (Appendix No. 9).



Uniwersytet Łódzki

Wydział Studiów Międzynarodowych i Politologicznych

Kierunek studiów:

Specjalność: (jeśli dotyczy)

Tytuł pracy

Imię i nazwisko

Nr albumu:

Praca licencjacka/magisterska

realizowana

pod kierunkiem

stopień (tytuł) naukowy, imię i nazwisko
kierującego pracą

Łódź (data roczna)



University of Lodz

Faculty of International and Political Studies

Field of Studies

Specialization (if applicable)

Title (in English)

Title (in Polish)

Author (First Name, Surname)

Student (grade book) number

B.A./M.A. Thesis written

under the supervision of

(degree/title, first name and surname of the supervisor)

Lodz (given year)



Łódź,.....

STATEMENT

I,, PESEL/ID no.,
hereby give (do not give)* consent to make my work entitled:
.....
..... available and to use this work for
scientific, research and educational purposes.

Consent also includes the right to enter the thesis into the memory of a computer, record and multiply copies by any technique, including, in particular, printing, reprography, magnetic recording and digital technique, and to disseminate the thesis in print in the book format and other paper media, magnetic, optical and electronic media, including computer networks (via the Internet), networks with restricted access, and on the University's website, the right to disseminate the results of the work in a manner other than that indicated above - public performance, projection, reproducing, broadcasting and rebroadcasting, as well as making the thesis available to the public in such a way that everyone can have access to it.

.....
(signature)



Łódź, dnia

Ocena pracy licencjackiej/magisterskiej

Autor:

Nr albumu:

Tytuł pracy:

Osoba kierująca pracą/recenzent* pracy:

2. Czy treść pracy odpowiada tematowi określonemu w tytule?

3. Ocena układu pracy, struktury, podziału treści, kolejności rozdziałów, kompletności tez, itp.

4. Merytoryczna ocena pracy

5. Czy i w jakim zakresie praca stanowi nowe ujęcie problemu?

6. Charakterystyka doboru i wykorzystania źródeł

7. Ocena formalnej strony pracy (poprawność języka, opanowanie techniki pisania pracy, spis rzeczy, odsyłacze)

8. Sposób wykorzystania pracy (publikacja, udostępnienie instytucjom, materiał źródłowy)

9. Inne uwagi

10. Pracę oceniam jako:

Podpis osoby kierującej pracą/recenzenta*

*wybrać właściwe



Place, date

Review of BA* /MA thesis*

Thesis title:

Student's name and surname:

Student's album no:

Supervisor's/ Reviewer's* name and surname:

8) Does the content match the title of the thesis?

9) Evaluation of the thesis layout, its structure, content division, chapter order, completeness of argument, etc.

10) Substantive thesis evaluation

11) Does the thesis present a new approach to the problem and to what extent?

- 12) Discussion of the selection and use of sources

- 13) Assessment of the formal side of the thesis (language correctness, mastery of the thesis writing techniques, lists, notes)

- 14) Instructions for use (publication, sharing with institutions, source material)

- 15) Other comments

- 16) I allot the following grade to this thesis:

(Supervisor's/Reviewer's* signature)

*Delete where not applicable



Łódź, dn.

Name:

Album number:

Direction:

Speciality:

CONCERNS THE ISSUE OF AN ADDITIONAL COPY OF THE DIPLOMA TRANSLATED INTO A FOREIGN LANGUAGE AND A COPY OF THE SUPPLEMENT TRANSLATED INTO ENGLISH.

1. * I kindly request an additional copy of my diploma translated into* the following language
- English - French - Spanish - German - Russian
2. * I kindly request a copy of the Diploma Supplement in English translation at¹ .

.....

student's signature

Advice

Documents are issued within 30 days from the date of application, after the graduate has paid the fee, in accordance with the Order of the Rector of the University of Łódź No. 61 dated 8.05.2019, as amended.

* Delete as appropriate

¹ maximum 3 units

Fees for the diploma

Graduate studies commencing in 2018/2019 and earlier:

a fee of PLN 60 per issue:

- the original diploma and the supplement as well as two copies of the diploma in Polish and two copies of the supplement in Polish

or

- original diploma and diploma supplement, one copy of the diploma and diploma supplement in Polish and one copy of the diploma translated into a foreign language and supplement in English

Graduate studies commencing in 2019/2020 and beyond:

not pay a fee for the issue of a diploma with a diploma supplement

PLN 20 - for issuing 1 copy:

an additional copy of the diploma in a foreign language,
an additional copy of the supplement in a foreign language,
a duplicate diploma,
duplicate supplement

PLN 26 - fee for authentication of documents within the scope performed by the university

Account number:

BANK PKO S.A. II O/Łódź

87 1240 3028 1111 0010 2942 9504

Łódź, Poland,

.....
Name

.....
Album number

.....
Department

.....
Field of study

.....
Dean/dean of the Faculty
.....

APPLICATION

to send documents proving completion of studies by post

I request that you send, by registered post with return receipt requested *:

- the original of the diploma and the diploma supplement, plus 2 copies,
- an additional copy of the diploma in Polish or a foreign language, an additional copy of the diploma supplement in Polish or English as requested, a certificate of completion of postgraduate
- studies, other documents related to the course of study, i.e.
-

to the address indicated below:

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

(street, building number, apartment number, postal code, town)

I acknowledge that the University of Łódź is not responsible for the loss of or damage to the postal item by the post office, and in the event of loss or damage to the postal item containing the above-mentioned documents I will only be able to apply for duplicates, for which additional fees will be charged.

I enclose with my application the proof of payment of the fee for registered post with return receipt.

.....
(handwritten signature of the graduate)

* tick as appropriate

Łódź, day.....

.....
(Name and surname)

.....
(course and year of study)

.....
(album number)

.....
(ID card series and number)

.....
(residential address)

AUTHORISATION

I hereby authorise located at
.....
(name, degree of relationship)

street address....., ID card series and
number.....

PESEL

for pickup
.....
(list what)

from the Dean's Office of the Faculty of International and Political Studies of the University of Łódź
on my behalf.

.....
(student's signature)

I hereby declare that my signature was affixed in my presence.

Lodz, Poland
(signature and name stamp of Dean's Office employee)

