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TERMS FOR BEING AWARDED A DIPLOMA





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1. GENERAL PROVISIONS

1. The basis for organizing the diploma process and conducting the diploma exam shall be the provisions of the Study Regulations at the University of Szczecin (hereinafter: Study Regulations), adopted by Resolution **No. 26/2025** of the Senate of the University of Szczecin of **24 April 2025** on the adoption of the Study Regulations at the University of Szczecin.
2. The terms for awarding a diploma apply to all fields, cycles and forms of study delivered at the Faculty of Law and Administration of the University of Szczecin (hereinafter: Faculty) which require that students write a diploma thesis and in relation to which separate rules of awarding diplomas have not been stipulated.
3. The terms for awarding diplomas specify the following:
 - 1) choosing the supervisor of the diploma thesis (hereinafter: supervisor), including the method for registering for diploma seminars (hereinafter: seminars) in the field of study offered;
 - 2) deciding and approving the subject of the diploma thesis;
 - 3) preparation of the diploma thesis (formal and substantive criteria);
 - 4) submitting the thesis and running checks on it using the Single Anti-Plagiarism System (hereinafter: APS);
 - (5) holding a diploma exam.
4. The diploma thesis must be student's own work that completes the education cycle, the subject and scope of which should be consistent with the following:
 - 1) learning outcomes for a given field of study and cycle;
 - 2) areas within which research is conducted at the Faculty;
 - 3) research achievements or research carried out by the supervisor.
5. The implementation of research for the thesis and a review study on a selected subject tests the degree of mastery of knowledge, skills and social competences in solving specific research problems.
6. During the research and preparation of review studies, the student may participate in the supervisor's research and teaching activities or those of a designated research tutor or other designated academic teacher.
7. The diploma thesis should be done independently and meet the established formal and substantive criteria, evaluated by the Faculty Scientific Council, which, under Section 36(3a) of the Statute of the University of Szczecin, performs the tasks of a teaching council.
8. The thesis may be written in a foreign language if the following conditions are met:
 - 1) the student submits a request for the supervisor's consent to write their diploma thesis in a specific foreign language;
 - 2) by giving his consent, the supervisor accepts responsibility for the linguistic correctness of the diploma thesis and names a person who could act as a reviewer;
 - 3) the Deputy Dean for Student Affairs, in agreement with the Deputy Dean for Education, agrees



to the diploma thesis being written in a foreign language.

9. After obtaining the supervisor's consent referred to above, the student submits the request to the Deputy Dean for Student Affairs, who, in agreement with the Deputy Dean for Education, decides whether or not such permission for the thesis being written in a foreign language should be given.
10. The decision referred to above cannot be positive if the writing of the thesis in a foreign language causes additional costs, there is a justified doubt as to achieving the expected learning outcomes or as to assigning the reviewer.
11. A negative decision needs to include reasons for rejection of the request.

2. THESIS SUPERVISOR

1. The student writes their diploma under the direction of an academic teacher who is their supervisor.
2. The discipline, achievements and research interests of the academic teacher acting as the supervisor must be consistent with the subject the student researches in their thesis.
3. The thesis supervisor must hold a degree of at least *doktor*.
4. In the event of a longer absence of the supervisor, causing a delay in the deadline for submitting the diploma thesis detrimental to the student, the Deputy Dean of Student Affairs is obliged to appoint an academic teacher who will undertake the obligation to supervise the diploma thesis.
5. The student, with the consent of the Deputy Dean for Student Affairs, may apply for a change of the supervisor in the period preceding the determination under Section 68(6) of the Study Regulations of the subject of the diploma thesis, provided that the target seminar group has not reached the maximum limit of persons in the group provided for by the University regulations. Such a change is possible at a later date only with the consent of both the current and newly chosen supervisor.
6. The supervisor is tasked with substantive assistance at every stage of research and writing of the diploma thesis.

3. CHOOSING THE THESIS SUPERVISOR AND THE DIPLOMA SEMINAR

1. Proposals by persons under whose direction the thesis will be written, hereinafter referred to as "supervisors", are presented to students within a time limit set by the Faculty Dean through Education Support staff.
2. Information on how to choose supervisors is provided to students no later than in the semester preceding the semester in which the seminar begins.
3. Proposals of persons who will perform the duties of the supervisor in a given academic year are approved by the Faculty Dean.
4. The student registers for a seminar by choosing the supervisor in a manner communicated to the students.
5. The start date for law students' registration for seminars is set within **the six** weeks preceding the summer examination session for the 6th semester of study.



6. The start dates for administration students' registration for seminars are as follows:
 - 1) for first-cycle studies the date is set within 6 weeks preceding the summer examination session on the 4th semester of studies;
 - 2) for second-cycle studies the date is set within the first month of the academic year in which students start their studies.
7. The start dates for law of the uniformed services students' registration for seminars are as follows:
 - 1) for first-cycle studies the date is set within the first month of the academic year in which students start their 3rd semester of study;
 - 2) for second-cycle studies the date is set within the first month of the academic year in which students start their studies.
8. The exact deadlines for registering for seminars for a given academic year for individual fields and modes of study are set by the Faculty Dean.
9. Group-size limits for seminars run by individual supervisors are determined by the Rector of the University of Szczecin's decree on the types of classes and the size of student groups.
10. The assignment of law students to individual supervisors is subject to the following:
 - 1) the number assigned by the student in the "supervisor's preference" box;
 - 2) the arithmetic mean of grades calculated from the annual averages for the first and second year of studies and the semester average for the 5th semester of studies.

If two or more students assign the same supervisor the same order number and have the same arithmetic mean of grades, the criterion determining the assignment to the supervisor will be the higher mean for the last period of study (i.e. the mean for the 5th semester, and if the mean for the 5th semester is the same – respectively: the annual mean for the second, and then for the first year of study).

11. The assignment of first-cycle administration students to individual supervisors is subject to the following:
 - 1) the number assigned by the student in the "supervisor's preference" box;
 - 2) the arithmetic mean of grades calculated from the annual mean for the first year of study and the semester mean for the 3rd semester of study.

If two or more students assign the same supervisor the same order number and have the same arithmetic mean of grades, the criterion determining the assignment to the supervisor will be the higher mean for the last period of study (i.e. the mean for the third semester, and if the mean for the 3rd semester is the same – the annual mean for the first year of study).

12. The assignment of second-cycle administration students to individual supervisor is subject to the following:
 - a) the number assigned by the student in the "supervisor preference" box;
 - b) grades on the diploma of completion studies at least at the first cycle.



In the event that two or more students assign the same number to the same supervisor and have the same grade on the diploma, the criterion determining the assignment to the supervisor will be the higher weighted mean of the grades obtained during the period of studies of at least first cycle (diploma of studies and the mean for the course of studies taken into account in the admissions procedure).

13. The assignment of first-cycle uniformed services programme students to individual supervisors is subject to the following:

- 1) the number assigned by the student in the “supervisor preference” box;
- 2) the arithmetic mean of grades calculated from the annual mean for the first year of study.

If two or more students assign the same supervisor the same number and have the same arithmetic mean of grades, the criterion determining the assignment to the supervisor will be the higher mean for the last period of study (i.e. the mean for the 2nd semester, and if the mean for the 2nd semester is the same – the mean for the 1st semester).

14. The assignment of second-cycle uniformed services programme students to individual supervisors is subject to the following:

- 1) the number assigned by the student in the “supervisor preference” box;
- 2) the grades on the diploma of completion of studies of at least first cycle.

In the event that two or more students assign the same number to the same supervisor and have the same grade on the diploma, the criterion determining the assignment to the supervisor will be the higher weighted mean of grades obtained during the period of studies of at least the first cycle (diploma of studies and mean for the course of studies taken into account in the admissions procedure).

15. Students who have not registered for any supervisor until the end of the registration period will be assigned by the Education Support staff to supervisors whose seminar groups are not full yet.

16. Education Support supervises the correct course of registration for seminars.

4. DIPLOMA SEMINAR

1. The objective of the diploma seminar is to prepare students to construct a research concept, formulate research goals, problems and hypotheses, choose research methods, technique and tools, elaborate results based on the obtained data and formulate conclusions.
2. The supervisor and the student agree during the seminar classes the subject of the thesis, the scope of the scientific study and the course of the research process.
3. The seminar is a subject taught for two, three or four semesters. Passing the seminar class each semester is a necessary condition for admission to the diploma exam.
4. The condition for passing the seminar on the last semester of study is submission in the Student Affairs office



of a thesis approved by the supervisor no later than by the end of the re-take examination session of the last semester of studies.

5. The semesters scheme and the duration of the seminar course are specified in the study plan for a particular field of study.
6. The objectives of the seminar and the learning outcomes to be achieved after completion of the seminar course are described in the seminar syllabus.
7. The seminar is part of a group of subjects where attendance is mandatory.

5. TITLE OF THE DIPLOMA THESIS

1. When determining the title of the diploma thesis, the following factors should be taken into account:

- 1) field of study, chosen specialization and graduate profile;
- 2) assumed goals and learning outcomes in a given field;
- 3) faculty research areas;
- 4) student's research interests;
- 5) student's ability to produce this thesis;
- 6) subject's compatibility with the supervisor's scientific discipline, achievements and research interests.

2. The final title of the dissertation is agreed jointly by the supervisor and the student by 15 November of the penultimate semester of studies in a given field of study.
3. The supervisor submits to the Dean a list of titles of diploma theses for approval by the deadline of 30 November preceding the last semester of studies in a given field (Annex no. 1).
4. The titles of diploma theses in first-cycle studies, second-cycle studies and uniform full cycle studies should be agreed and approved by the faculty teaching council no later than six months before the statutory deadline for completing studies.
5. Decisions on changing the title of the diploma thesis are issued by the Deputy Dean for Student Affairs after the faculty teaching council approves the change.

6. SUBSTANTIVE AND FORMAL REQUIREMENTS FOR THE DIPLOMA THESIS

1. The content of the diploma thesis should

- 1) correspond to the subject referred to in its title;
- 2) be an independent elaboration of a specific scientific issue;
- 3) present student's general knowledge and skills related to a given field of study, cycle and education profile;
- 4) demonstrate student's ability to analyse and infer independently.

2. The rules for constructing footnotes and drawing up the bibliography and the lists of sources and literature are determined by the supervisor.



3. Detailed substantive criteria for the diploma thesis relevant to a given field, education cycle and profile are determined by the supervisor.

4. The diploma thesis must contain the following elements:

- 1) the title page,
- 2) statements of the author of the diploma thesis,
- 3) table of contents,
- 4) summary of the thesis (Annex 6),
- 5) introduction,
- 6) substantive part,
- 7) conclusion,
- 8) ordered lists of sources and literature used.

5. The diploma thesis may also contain other components, in particular, such as:

- 1) list of abbreviations used (unless they are commonly known);
- 2) annexes,
- 3) tables, figures, maps and graphs.

6. The title page of the diploma thesis must contain the following elements (Annex 2):

- 1) the name of the university,
- 2) the name of the faculty and field of study,
- 3) designation of the type of thesis (first-cycle/second-cycle or uniform full cycle studies),
- 4) author's name, surname and student ID number,
- 5) thesis title,
- 6) supervisor's name, surname, academic title or degree,
- 7) keywords (Annex 3),
- 8) place and year of submission of the thesis.

7. The supervisor places an annotation about the approval of the diploma thesis on the title page.

8. The statements of the diploma thesis author must include:

- 1) a dated and signed statement declaring that they have written the thesis independently and that the content submitted electronically is the same as the printed version; specimen provided in Annex 4;
- 2) a statement declaring student's consent or lack of their consent to share their diploma thesis; specimen provided in Annex 5.

9. The summary must be placed after the table of contents. The summary must be written in the language of the thesis and in the Polish language.

10. Thesis summaries must adhere to the following formatting style:



- 1) the summary must include:
 - a) the title of the work,
 - b) discussion of the content of the thesis (up to 1500 characters),
 - c) up to 10 keywords in Polish or in the language of the thesis and in Polish (keywords are single words or phrases that directly relate to the content of the thesis and allow identification of the work's subject matter, e.g. in a database);
 - 2) the summary must include the following elements:
 - a) concise definition of the subject matter of the diploma thesis,
 - b) concise information on the methods and techniques used,
 - c) the place of the thesis' subject matter in scientific literature,
 - d) chronological scope of the issue researched,
 - e) territorial extent of the issue researched.
11. In addition to the printed version (double-sided printing in a soft cover), the student is obliged to submit an electronic version of the diploma thesis on an electronic medium (CD/pen drive) in a separate package, signed with the student's name, surname, student ID number and thesis title (this information should be written directly on the disc itself). The content of the thesis must be saved on the CD/pen drive in two formats: Word and PDF. The file and the printout of the thesis must be identical.
 12. An anti-plagiarism procedure using the APS is used for all diploma theses.
 13. The supervisor analyses the similarity report???? for occurrence of unauthorized borrowings in the thesis.
 14. Based on the analysis of the similarity report, the supervisor prepares his own report and delivers it to the Student Affairs office at least 14 days before the diploma exam.

7. REVIEWER

1. The function of a thesis reviewer may be performed by an academic teacher holding at least the degree of *doktor*. The reviewer is appointed by the Faculty Dean.
2. In justified cases, an academic teacher employed outside the faculty at which the student studies or a teacher employed at another university may act as a reviewer.
3. Where the thesis supervisor is an academic teacher holding a doctoral degree, the review shall be prepared by a *profesor* or *doktor habilitowany*, unless the Faculty Dean establishes a different procedure for first-cycle studies.
4. In special cases, the Scientific Council performing, under Section 36(3a) of the Statute of the University of Szczecin, the tasks of the faculty teaching council may agree to the supervisor's request to appoint a reviewer holding a lower degree, justifying qualifications and achievements evidencing the competence of the reviewer in a given topic of the diploma thesis, only in first-cycle studies.



8. ASSESSMENT OF THE DIPLOMA THESIS

1. After the supervisor approves the thesis following the procedure referred to in Section 72(1) of the Study Regulations, the student submits the diploma thesis in the Student Affairs office before a date agreed with the supervisor, but not later than by the end of the re-take examination session of the last semester of studies.
2. If the student fails to submit the diploma thesis within the period referred to in Section 8(1), the Deputy Dean for Student Affairs shall, at the student's request, decide that the student must repeat the subject *diploma seminar* from the last semester of study in the following semester. If the student does not submit the request, the Deputy Dean for Student Affairs decides to remove the student from the list of students due to failure to submit the diploma thesis.
3. The student submits the thesis for the supervisor's final assessment. The supervisor certifies the acceptance of the work with an appropriate annotation/signature on the title page. The diploma thesis is then submitted to the Student Affairs office.
4. The diploma thesis is assessed by the supervisor and the reviewer separately. The final assessment of the diploma thesis is done by the examination committee.
5. Reviews and assessment reports of the thesis must be done following the form adopted at the University. Assessment reports and reviews should be insightful and not limited to the description of the thesis; they should include critical comments and assessment of substantive and skills-wise preparation and value of the thesis.
6. The assessment report of the diploma thesis must be done in writing and submitted to the student's personal files.

9. EDITORIAL REQUIREMENTS

1. Diploma theses must adhere to the following formatting style:
 - 1) portrait orientation, A4 paper format (1,800 characters per page, 30 lines of 60 characters), single-sided text;
 - 2) margins (left, right, bottom, top) – 2.5 cm; binding margin – 1.0 cm;
 - 3) Times New Roman font, size 12;
 - 4) paragraph indent for highlighting the new sequences – 0.75;
 - 5) line spacing – 1.5;
 - 6) spacing between characters – 0, between words - one space character;
 - 7) automatic hyphenation;
 - 8) text justified on both sides (alignment of the text to both margins);
 - 9) footnotes: Times New Roman font, size 10; line spacing – 1.0; continuous numbering throughout the thesis;
 - 10) continuous page numbering, at the bottom of the page, centered.
2. Title page elements (specimen provided in Annex 2):
 - 1) the name of the University written in all caps, centred and bold, font size 16,



- 2) the name of the Faculty written in all caps, centred and bold, font size 14,
 - 3) the field of study written in all caps, centred and bold, font size,
 - 4) the type of the thesis written in all caps, centred, font size 14,
 - 5) the name and surname of the thesis author written in all caps, centred, bold, font size 14,
 - 6) student ID number of the thesis author, centred, font size 14;
 - 7) the title of the thesis in all caps, centred, bold, font size 14;
 - 8) supervisor's name, academic title or degree aligned right, font size 12;
 - 9) key words aligned left, font size 12;
 - 10) place and year centred, font size 12.
3. Chapter numbers and titles in the main text must be written in all caps, centred, font size 14, bold. Chapters must be numbered using Roman numerals.
 4. Sub-chapter numbers and titles in the main text must be written in all caps, aligned left, font size 12, bold. Sub-chapters must be numbered using Arabic numerals.

10. THE DIPLOMA EXAM AND ADMISSION TO THE DIPLOMA EXAM

1. The conditions for admission to the diploma exam at first cycle studies where the study program provides for writing a thesis, second cycle studies or uniform full cycle studies are as follows:
 - 1) obtaining the number of credits required for the study program and meeting other program requirements;
 - 2) obtaining at least the "*dostateczny*" (sufficient) grade for the diploma thesis from the supervisor and at least one reviewer;
 - 3) verification of the diploma thesis in the Single Anti-Plagiarism System and submission of a declaration that the student has written the thesis independently; statements must be written following specimen used at the University.
2. The Dean, after verification of the thesis in the APS is completed and after the supervisor has analysed the similarity report generated by the APS system, entrusts the supervisor and reviewer with the evaluation of the diploma thesis qualified for the diploma exam and sets the date of this exam.
3. The diploma thesis assessment report must be done in writing following the specimen used at the University.
4. The content of the diploma thesis assessment report must be filled in the University IT System. All sections of the form are to be completed. No graphic characters, elliptic sentences or single words should be used in the substantive assessment.
5. The diploma exam should take place within one month of the deadline for submitting the diploma thesis in the Student Affairs office.
6. The diploma exam is an oral exam. In justified cases, it may be done in writing or in another form to accommodate the needs of students with special needs.
7. At the student's request, the Deputy Dean for Student Affairs issues permission for an open diploma exam.
8. The diploma exam begins with the student presenting the theses and conclusions of the thesis and demonstrating knowledge of the basics of research methods in the field related to the title of the thesis, as well as the subject matter addressed in the thesis against the the scientific discipline within which the student has written the diploma thesis. This part of the exam must not exceed ten minutes.



9. After the presentation referred to above, the student answers three questions as follows:
 - 1) the first question relates to general and field-related subjects included in the study program, drawn from a set of fifty questions;
 - 2) the second question relates to the scientific discipline, within which the diploma thesis was written, drawn from a set of twenty questions;
 - 3) the third question concerning the diploma thesis, asked by the reviewer.
10. The set of fifty questions relating to general and field-related subjects is adopted by the Faculty Scientific Council (which under Section 36(3a) of the Statute of the University of Szczecin performs tasks of the teaching Council) on the basis of proposals prepared by field teams.
11. Field teams must review and assess the relevance of the question set every two years,
12. The changes in the set of questions are made by the Faculty Scientific Council which, under Section 36(3a) of the Statute of the University of Szczecin, performs tasks of the teaching council, on the basis of proposals prepared by field teams.
13. Sets of twenty questions in the field of law, within which the diploma thesis was prepared, are each year created by thesis supervisors within the specialization they represent.
14. Questions from all sets are public and published on the Faculty's website.
15. The Education Support office is responsible for collecting and publishing the above-mentioned sets of questions on the Faculty website.
16. Students repeating the seminar, put back on the student list and returning from a leave of absence are bound by the sets of questions adopted for the academic year in which they take the diploma exam.
17. The result of the diploma examination is decided by a simple majority.
18. In the event of a discrepancy in the assessment, the chair of the committee shall decide on the result of the diploma examination.
19. A re-take exam is allowed pursuant to the procedure stipulated in the Study Regulations.

11. FINAL RESULT OF STUDIES

1. The final result of studies is the sum of the following:
 - 1) 5/10 weighted average (rounded to three decimal places) for the course of study calculated as follows:

$$\text{weighted mean for the course of study} = \frac{\sum (\text{positive grades} \times \text{ECTS credits})}{\sum (\text{ECTS credits})}$$

- a) the mean of grades from the course of study is a weighted mean; the final grade for a subject is given a weight equal to the number of credits for that subject;
 - b) the final grade for a subject is one for the entire subject, regardless of the related forms of teaching and methods of verifying learning outcomes;
- 2) 3/10 of the arithmetic mean of the assessment of the thesis given by the supervisor and reviewer for second-cycle studies and uniform full cycle studies and for first-cycle studies if the program of studies so provides, rounded to three decimal places;
- 3) 2/10 of the arithmetic mean of the score given for answers to the diploma seminar questions, rounded to three decimal places.



2. The result of completion of studies after taking the diploma exam is the sum of the following:

- 1) 1/2 of the weighted mean (rounded to three decimal places) of the course of study calculated as follows:

$$\text{weighted mean for the course of study} = \frac{\sum (\text{positive grades} \times \text{ECTS credits})}{\sum (\text{ECTS credits})}$$

- a) the mean of grades from the course of study is a weighted mean; the final grade for a subject is given a weight equal to the number of credits for that subject;
- b) the final grade for a subject is one for the entire subject, regardless of the related forms of teaching and methods of verifying learning outcomes;

- 2) 1/2 the arithmetic mean of the scores given for answers to the examination questions, rounded to three decimal places.

3. The diploma of completion of studies and supplement shall include the result of completion of studies, rounded up to a grade as follows:

- 1) up to 3.259 – *dostateczny* (sufficient) (3.0);
- 2) 3.260 - 3.759 – *dostateczny plus* (sufficient plus) (3.5);
- 3) 3.760 - 4.259 – *dobry* (good) (4.0);
- 4) 4.260 - 4.509 – *dobry plus* (good plus) (4.5);
- 5) 4.510 - 5.0 – *bardzo dobry* (very good) (5.0).

4. The result of completion of studies is spelt only in the diploma and supplement, while it is given as a number in other certificates.



Annexes:

1. Specimen lists of titles of diploma theses.
2. Specimen title page.
3. Keywords.
4. Specimen student's statement.
5. Specimen student's statement on giving or not giving consent to share their thesis.
6. Specimen diploma thesis summary.

Compilation on the basis of:

1. The Regulations of Studies at the University of Szczecin, adopted by Resolution **No. 26/2025** of the Senate of the University of Szczecin of **24 April 2025** on the adoption of the Regulations of Studies at the University of Szczecin.
2. Ordinance **No. 19/2019** of the Dean of the Faculty of Law and Administration of the University of Szczecin of **15 November 2019** on the setting of sets of subject areas for the diploma exam.
3. Ordinance **No. 41/2022** of the Dean of the Faculty of Law and Administration of the University of Szczecin of **3 October 2022** on formal and substantive criteria for diploma theses (first-cycle and second-cycle theses).
4. Ordinance **No. 41/2021** of the Dean of the Faculty of Law and Administration of the University of Szczecin of **31 May 2021** on the course of holding the diploma exam.
5. Ordinance **No. 33/2023** of the Dean of the Faculty of Law and Administration of the University of Szczecin of **29 September 2023** on registration for diploma seminars.
6. Resolution **No. 131/2022** of the Scientific Council of the Faculty of Law and Administration of the University of Szczecin of **16 September 2022** on the writing of diploma theses in foreign languages.

