

Annex No. 1 to Order No. 61/R/WSPA/2023-2024 of August 8, 2024

**RULES AND REGULATIONS OF THE DIPLOMA PROCESS IN THE FIELD OF MANAGEMENT
AT THE UNIVERSITY COLLEGE OF ENTERPRISE AND ADMINISTRATION IN LUBLIN**

§1.

General provisions

1. Students of Management participate in seminars, in which they prepare their bachelor's and master's theses. The basis for choosing a seminar by students is the scientific profiles of the lecturers conducting the seminar, presented on the remote learning platform. Students participating in online registration choose only one diploma seminar.
2. The person conducting the diploma seminar is the supervisor of the diploma thesis.
3. The number of students participating in a diploma seminar conducted by one supervisor is determined in accordance with the regulation on the size of student groups in higher education.
4. A student may submit an application to change the supervisor of a diploma thesis. The application must be submitted to the Dean of the course, with justification and consent of the current and new supervisor within 14 days of the end of the registration period. In particularly justified cases, this period may be extended.
5. Diploma seminars in first-cycle studies are conducted by teaching and research-teaching staff with at least a professional master's degree. Diploma seminars in second-cycle studies are conducted by teaching and research-teaching staff with at least a doctoral degree.

§2.

Topics of diploma theses

1. The topic of the work must be related to the field of study and should be related to the specialization.
2. The topics of theses are approved by the Dean of the field of study, after their prior verification and opinion by members of the Team for the Quality of Education in the Field of Management.
3. The thesis supervisor sends the thesis topics to the Dean of the field of study at a previously established date, which is communicated to both students and supervisors. Then the Dean of the field of study convenes a meeting of the field-specific Team for the Quality of Education, in which, in addition to the members of the aforementioned committee, all the supervisors of bachelor's and master's theses participate. The topics of the theses are discussed and approved at the meeting. In the case of unapproved topics, the Dean, members of the Team for the Quality of Education and supervisors provide their comments or propose a new wording for the topic.

4. The Dean of the course then immediately provides the supervisors with information on the topics approved and those requiring correction.
5. Topics not approved by the members of the Team for the Quality of Education must be changed/corrected and then re-approved by the Dean of the program no later than 45 days from the date of the first meeting of the Team.
6. In cases justified by the supervisor, the topic of the thesis may be changed after approval by the Dean of the field of study.
7. The supervisor may submit an application with justification for changing the topic of the diploma thesis to the Dean of the relevant field of study.

§3.

Requirements, control and evaluation of the diploma thesis

1. The concept of a bachelor's and master's thesis should be related to the scientific disciplines to which the field of study has been assigned, as well as to the scope of the program of study of the field. The diploma thesis should be a practical work, attempting to solve a specific research problem of a practical nature, including design or analytical. The work should concern a specific problem, which is reflected in the title of the work.
2. The bachelor's thesis consists of a theoretical, analytical and methodological part or a specific example from practice. The work should use current scientific literature: domestic and foreign. The bibliography consists of at least 15 scientific items (excluding website addresses). It is permissible to use a smaller number of scientific publications in the case of works on new issues that are poorly reflected in the scientific and research literature. The volume of the bachelor's thesis should be no less than 60 pages.
3. The Master's thesis consists of a theoretical, methodological and research part. The Master's thesis should contribute to solving the problem based on the scientific method and must contain significant empirical results. The Master's thesis should contribute to the development of the disciplines in which the Management major is embedded. The work should use current domestic and foreign scientific literature. The bibliography consists of at least 60 scientific items (excluding website addresses). It is permissible to use a smaller number of scientific publications in the case of works on new issues that are little reflected in the scientific and research literature. The Master's thesis should be at least 80 pages long.
4. The supervisor is obliged to systematically monitor the progress of the work and support the student at subsequent stages of creating the diploma thesis.
5. A work is considered independent if the overall probability score in the report from the Unified Anti-plagiarism System does not exceed 30%, including a probability level in the detailed results of not exceeding 15% from Internet sources and not exceeding 15% from the ORPPD and BAP databases.

6. If, as a result of the repeated anti-plagiarism check, the supervisor considers the work to be plagiarism, he/she does not allow it to be defended and immediately informs the Dean of the Management program in writing about the situation. The Dean of the program, taking into account the quality of education, submits to the Rector a request to initiate explanatory proceedings related to the student's disciplinary responsibility.
7. In order to document the anti-plagiarism control process, the JSA report approved by the supervisor is collected by an employee of the Centre for Higher Studies and attached to the student's files in a paper version no later than 7 days before the planned date of the thesis defense.
8. The criteria for the evaluation of diploma theses are included in the diploma thesis review form. The following are subject to evaluation:
 - a) compliance of the thesis topic with its content,
 - b) compliance of the content and structure of the work with the topic of the work,
 - c) formulation of the research problem and its relationship with practice,
 - d) compliance of the work concept with the scientific disciplines to which the Management major is assigned
 - e) adequacy of the selected research method to the research problem,
 - f) correctness,
 - g) selection of subject literature.
9. The diploma thesis prepared by the student is subject to independent evaluation by the supervisor and the reviewer.
10. The reviewers of the diploma theses are academic teachers with at least a doctoral degree.
11. The review of diploma theses is commissioned by the Dean.
12. The grade of the thesis is determined as the arithmetic mean of the grades given by the supervisor and the reviewer.
13. If the reviewer's assessment is unsatisfactory, the Dean appoints an additional reviewer.
14. Obtaining two unsatisfactory grades from reviewers results in the student not being allowed to take the diploma examination.

§4.

Diploma exam

1. The dates for the defense of theses are set by the Dean of the relevant field of study in consultation with the Center for Higher Studies.
2. The diploma examination is oral and not public.
3. At the request of the student or supervisor, the diploma examination may be public. The application for a public diploma examination is submitted by the student or supervisor together with the diploma thesis.
4. The diploma examination consists of three parts:

- a) in the first part, the student presents the work - this part is not assessed;
 - b) in the second part, the student answers the reviewer's question. This question may concern the diploma thesis or substantive issues related to the prepared work - the part subject to assessment;
 - c) in the third part, the student draws two issues from the catalogue of issues specified for the field of study and answers two questions formulated by the Committee Members on the basis of the drawn issues, where one of the issues comes from the catalogue of general issues concerning the field of study, while one comes from the catalogue for the specialisation chosen by the student - the part subject to assessment.
5. The catalogues of issues referred to in paragraph 4 point c are published on the University's website.
 6. Students take their diploma exam before a three-person commission appointed by the Dean for the relevant field of study. The commission consists of:
 - a) chairman of the committee,
 - b) supervisor ,
 - c) reviewer .
 7. The chairman of the committee is responsible for the conduct of the diploma examination.
 8. A record of the examination is prepared, signed by the members and chairmen of the commission.