

## Rules of awarding degrees in the field of study

### Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands (2nd cycle studies)

#### Preparation and evaluation of the diploma thesis

##### § 1

1. The student shall select the diploma thesis supervisor from among academic teachers working at the "Artes Liberales" Faculty of the University of Warsaw or at the Centre of Migration Research of the University of Warsaw. In justified cases, the person supervising the student's diploma thesis may be an academic teacher from another unit of the University of Warsaw or from another scientific unit.
2. The subject matter and the scope of the diploma thesis shall be determined by the student in consultation with the diploma thesis supervisor. A student of the last year of studies shall submit an application on an appropriate form addressed to the head of the teaching unit (HTU) for acceptance of the thesis' subject matter and its supervisor. The application must include the consent of the academic teacher to assume the responsibilities of the supervisor of the student's diploma thesis. The application shall be submitted to the Dean's Office at the beginning of the summer semester of the second year of studies.
3. After HTU's approval of the student's proposal regarding the diploma thesis supervisor and its scope, the cooperation between the student and the thesis supervisor shall proceed on an individual basis, wherein the duties of the supervisor shall include support in content-related and formal issues as well as determining the mode of cooperation.
4. If the person under the supervision of whom the student intends to write the diploma thesis is an employee of a scientific unit other than the University of Warsaw, the decision on the choice of the supervisor shall be taken by the teaching and learning council. In this case, the student shall attach a request to the application indicated in section 2 - addressed to the teaching and learning council - to approve the proposed person for co-supervisor of the diploma thesis (in accordance with the Rules and Regulations of Study at the University of Warsaw, paragraph 46, section 4).
5. The number of diploma theses which may be supervised by an academic teacher in the *Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands* field of study in a given academic year shall not exceed six.

##### § 2

1. The condition for initiating the degree awarding procedure shall be meeting all the requirements of the study curriculum and submitting the diploma thesis approved by its supervisor.
2. The diploma thesis of a student of *Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands* field of study shall be an independent, original work,

prepared taking into account specific content-related and formal requirements (including, among others, care for linguistic correctness, proper preparation of table of contents, footnotes, references, bibliography, etc.), wherein in the case of second-cycle studies, it should prove the ability to conduct scientific research, in particular: the ability to independently formulate research problems, to appropriately select methodology and research methods, to use language appropriate for scientific disciplines within which the diploma thesis is created.

3. The diploma thesis should be written in English.

### § 3

1. The diploma thesis shall be submitted in the form of a digital file in accordance with the applicable rules of IT studies support system. The thesis author shall be additionally required to provide a paper copy of the diploma thesis at the request of the reviewers.
2. The diploma thesis shall be submitted no later than 14 days before the scheduled date of the diploma examination.
3. The diploma thesis shall be assessed in accordance with the accepted "Assessment of the diploma thesis" form.
4. The assessment of the diploma thesis prepared by the thesis supervisor and the reviewer (reviewers) shall be made available to the student no later than 3 days before the diploma examination.
5. In the case of a diploma thesis prepared by more than one student, each of the co-author's contribution to the thesis shall be determined by the diploma thesis supervisor.

### **The diploma examination**

### § 4

1. The diploma examination shall be oral.
2. The student shall take the master's degree diploma examination in front of an examination board composed of the chairperson, the diploma thesis supervisor and the reviewer (reviewers).
3. The examination board should include at least one representative of the "Artes Liberales" Faculty of the University of Warsaw, and at least one representative of the Centre of Migration Research of the University of Warsaw.
4. The examination board shall be appointed by the HTU.
5. The chairperson of the examination board shall organize the course of the examination and shall resolve potential disputes.

6. During the diploma examination, the student shall receive at least three questions: at least one question from each member of the examination board. No more than two questions may be related to the diploma thesis.
7. The content-related scope of the diploma examination shall cover the areas within the student's interests, disclosed during the course of studies and confirmed in the individual study plan. The thesis supervisor may provide the student with the range of issues that will be raised during the examination.
8. The final grade for the diploma examination shall be the arithmetic mean of the grades obtained for the answers to questions referred to in section 6.
9. The date of the diploma examination shall be determined by the diploma thesis supervisor upon prior arrangement with the HTU.

### **Monitoring of the degree awarding process**

#### § 5

1. At the request of HTU, the teaching and learning council shall appoint a committee to analyse the degree awarding process in a given academic year, covering the first and second cycle studies.
2. The committee shall be composed of: the HTU, the Director of the Centre of Migration Research or a person designated by them and a student representative.
3. The work of the committee shall be organized by the HTU.
4. The process of monitoring the course of degree awarding in the *Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands* field of study shall be carried out on the basis of a random sample, consisting of thirty percent of the diploma examinations conducted in the previous academic year, but no less than five at a given cycle.
5. The duties of the committee shall include: (a) analysis of reviews and assessments of diploma theses (including the objectivity and accuracy of justification for the assessment of a diploma thesis); (b) analysis of the timeliness of providing students with reviews of diploma theses; (c) analysis of examination questions and the diploma examination grade; (d) analysis of the compliance of the course of the diploma examination with the rules set out in § 4 of this document; (e) formulating recommendations aimed at improving the degree awarding process in the *Interdisciplinary Studies on Social Change: Mediterranean and Other European Borderlands* field of study.
6. Recommendations shall be presented by the committee to the teaching and learning council.