



**Directive No. 100
of the Rector of the Warsaw University of Life Sciences
of September 22, 2021**

**on the introduction of "Guidelines for Preparing Diploma Theses at the Warsaw University of
Life Sciences"**

Based on § 20 sec. 2 and 4 of the Statute of the Warsaw University of Life Sciences in connection with Article 76 Section 1 Item 3 and Section 2 of the Law on Higher Education and Science of July 20, 2018 (Journal of Laws 2021, item 478) and § 33 sec. 8 of the Study Regulations at the Warsaw University of Life Sciences (SGGW), constituting an appendix to Resolution No. 76-2018/2019 of the Council of SGGW of April 26, 2019, it is hereby ordered as follows:

§ 1

The "Guidelines for Preparing Diploma Theses at the Warsaw University of Life Sciences" are introduced in the wording constituting an appendix to this directive, hereinafter referred to as the Guidelines.

§ 2

The execution of this directive is entrusted to the Deans of Faculties, Deputy Deans of Faculties, and thesis supervisors to the extent specified in the Guidelines, as well as the Promotion Office regarding the visual identification of diploma theses of SGGW graduates.

§ 3

Supervision of the execution of this Directive is entrusted to the Deputy Rector for Teaching and Learning.

§ 4

Directive No. 34 of the Rector of the Warsaw University of Life Sciences of June 1, 2016, on the introduction of "Guidelines for Preparing Diploma Theses at the Warsaw University of Life Sciences", is repealed, subject to § 5.

§ 5

SGGW students who are in their final semester of studies at the time this directive comes into effect and are in the process of preparing their thesis shall prepare their thesis in accordance with the Guidelines specified in the Directive referred to in § 4.

§ 6

The Directive enters into force on the day it is signed.

Rector of the
Warsaw University of Life Sciences
Prof. Michał Zasada, Ph.D. Hab.
/signed with a qualified electronic signature/

Guidelines for Preparing Diploma Theses at the Warsaw University of Life Sciences.

§ 1

1. A diploma thesis is an independent study of a scientific or practical issue or a technical accomplishment, demonstrating the student's general knowledge and skills related to their studies in a given field, level, and profile, as well as their ability to independently analyze and draw conclusions. A 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, level, and profile of studies, associated with the main discipline to which the study field is assigned.
2. A diploma thesis prepared for first-cycle studies leading to the award of a bachelor's or engineer's degree, if the study program requires such a thesis, hereinafter also referred to as a bachelor's thesis or engineer's thesis, confirms the use of knowledge, skills, and social competencies leading to the resolution of specific theoretical and/or practical issues.

1) Bachelor's thesis:

- a) The topic is tailored to the completed field of study.
- b) It has a defined research problem and may contain a research hypothesis.
- c) It utilizes current national and/or international scientific literature.
- d) It presents an issue appropriate to the knowledge and skills acquired during first-cycle studies.
- e) It demonstrates readiness to conduct scientific research in the case of a general academic profile.
- f) It uses research tools learned during the studies.
- g) It demonstrates the ability to independently interpret the presented issue.
- h) It may be:
 - a case study,
 - an expert opinion,
 - a project work,
 - an article published in a scientific journal or a chapter in a monograph, taking into account the provisions of § 2.

2) Engineer's thesis:

- a) The topic is tailored to the completed field of study.
 - b) It has a defined research problem and may contain a research hypothesis.
 - c) It utilizes current national and/or international scientific literature.
 - d) It presents an engineering issue appropriate to the knowledge and skills acquired during first-cycle studies, leading to the presentation of specific solutions, formulating recommendations, and potential guidelines for practical use.
 - e) It demonstrates readiness to conduct scientific research in the case of a general academic profile.
 - f) It uses research tools presented during the studies.
 - g) It demonstrates the ability to independently interpret the presented issue.
 - h) It may be:
 - an expert opinion,
 - a case study,
 - a construction work, a solution to a technological, technical, architectural issue, or other project work,
 - a designed and implemented computer program or system,
 - an article published in a scientific journal or a chapter in a monograph, taking into account the provisions of § 2.
3. A diploma thesis prepared for second-cycle studies, hereinafter also referred to as a master's thesis, confirms the student's knowledge and skills related to the field of study and is of an investigative nature. Master's thesis:
- 1) The topic is tailored to the completed field of study.
 - 2) It has a clearly defined research goal and contains a research hypothesis.
 - 3) It demonstrates the ability to conduct scientific research, use sources of knowledge on the subject, critically understand literature data and accepted theories and principles of their application, correctly apply research methods, present, interpret, and discuss obtained results, and formulate observations and conclusions.
 - 4) It utilizes current national and international scientific literature.
 - 5) It uses research tools presented during the studies or beyond the study program.
 - 6) It may be:
 - a technical, technological, laboratory, social experiment, or other research form adopted in the discipline to which the field of study is assigned,
 - an article published in a scientific journal, taking into account the provisions of § 2.

§2

1. For a bachelor's or engineer's diploma thesis in the form of an article published in a scientific journal or a chapter in a monograph, and for a master's thesis in the form of an article published in a scientific journal, the following may be recognized: a publication related to the learning outcomes achieved in a given field, level, and profile of studies, in a peer-reviewed journal listed in the register of scientific journals and peer-reviewed materials from international conferences announced by the competent minister for higher education and science pursuant to Article 267(3) of the Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2021, item 478). In the case mentioned in the first sentence, the diploma thesis requires submission of an application to the competent Deputy Dean of the Faculty for recognition of the prepared scientific article as a diploma thesis in accordance with the procedure specified in sec. 2 and 3. A scientific article is also considered published if it has been assigned a DOI number.
2. A diploma thesis, as referred to in sec. 1, can be done independently or in co-authorship with no more than 2 people, provided that the student's contribution constitutes at least 50% and is confirmed in a declaration submitted by both co-authors. The co-authors' declarations are attached with the submitted copy of the thesis.
3. The student is obliged to submit an application for recognition of the prepared scientific article as a diploma thesis on the chosen topic no less than one semester before the planned graduation date, indicating the co-author of the article in the application. Approval for recognition of the prepared scientific article as a diploma thesis is issued on the application by the Deputy Dean of the Faculty after consulting at least one of the following persons:
 - 1) the student's academic advisor,
 - 2) the co-author of the scientific article indicated in the application,
 - 3) the head of the SGGW organizational unit where the student conducts research.

§ 3

1. The Deputy Dean of the Faculty, upon a positively reviewed and justified application by the supervisor/supervisors of the diploma thesis submitted by the interested students, may agree to the preparation of a first-cycle diploma thesis collectively, jointly by no more than 3 students.
2. The collective first-cycle diploma thesis mentioned in sec. 1 should clearly indicate the authors of its individual parts in the table of contents.

3. The individual parts of the collective diploma thesis mentioned in sec. 1 and 2 are separately evaluated by the supervisor/supervisors of the diploma thesis and also require separate reviews.

§4

The Deputy Dean of the Faculty, upon a positively reviewed and justified application by the student's diploma thesis supervisor, may agree to the preparation of a specific thesis based on an expressed need by external stakeholders to present a given topic.

§ 5

1. A diploma thesis supervisor in a given field of study can be a university teacher with education and/or scientific achievements related to the discipline to which the field of study is assigned, or whose scientific interests cover the subject matter of the thesis.
2. In special cases of an interdisciplinary or implementation nature of the diploma thesis, the Deputy Dean of the Faculty, upon a justified application by the student, may agree to a diploma thesis supervisor who is not a university teacher employed at the Warsaw University of Life Sciences, in accordance with the provisions of the current Study Regulations at SGGW.
3. The diploma thesis is subject to review. The reviewer of the diploma thesis should be a university teacher whose research interests are related to the topic of the reviewed thesis.
4. If the supervisor of the diploma thesis is a university teacher holding a doctoral degree, the reviewer in the case of a bachelor's or engineer's thesis should be a university teacher with at least a doctoral degree, and in the case of a master's thesis, a post-doctoral (habilitation) degree.

§ 6

The diploma thesis, including a thesis in the form of a published scientific article, is submitted in written form, representing or presenting the student's work, meeting the formal requirements specified in Appendix 1 to these guidelines.

§ 7

1. The structure of a diploma thesis prepared in the form of a traditional cohesive study should include, for:
 - 1) Bachelor's or engineer's thesis:
 - a) Table of contents,

- b) Introduction with elements of literature review,
- c) Aim and scope of the thesis,
- d) Description of methodological assumptions,
- e) Discussion of results,
- f) Conclusions,
- g) Bibliography;

2) Master's thesis:

- a) Table of contents,
- b) Introduction,
- c) Literature review,
- d) Aim and scope of the thesis,
- e) Material and research methodology,
- f) Discussion and analysis of results,
- g) Conclusions,
- h) Bibliography,

taking into account sec. 2.

2. Additional requirements resulting from the specifics of the field of study and the provisions contained in the faculty quality assurance systems, particularly:
 - 1) The thematic scope of diploma theses,
 - 2) The general expected length of diploma theses,
 - 3) Requirements regarding references,
 - 4) The template of the declaration mentioned in § 2 sec. 2,
 - 5) The template of the application mentioned in § 2 sec. 1 and 3, § 3 sec. 1, and § 4, defined by the Dean of the Faculty based on the resolution of the appropriate program council.
3. The format of the diploma thesis, the author's declaration, and the editorial conditions of the thesis are specified in Appendix No. 1 to these guidelines.
4. The template for pages: 1-5 and the specimen for the penultimate page of the diploma thesis is provided in Appendix No. 2 to these guidelines.
5. Verification of the fulfillment of the formal conditions of the diploma thesis rests with the thesis supervisor.
6. Before taking the diploma examination, the student has the right to review the evaluations of their thesis made by the thesis supervisor and the reviewer.

§ 8

In matters not regulated by the Guidelines described in § 1-7, the provisions of the current Study Regulations at the Warsaw University of Life Sciences (SGGW) and the Act of July 20, 2018, Law on Higher Education and Science, apply.

Form, Declarations, and Editorial Requirements for the Diploma Thesis Submitted at the Warsaw University of Life Sciences

1. Traditional cohesive study.

1) Format A4,

a) Single-sided printing without page numbering:

- Page 1 - title page, the editable template of the title page depending on the type of work is available in editable form on the SGGW websites,
- Page 2 (back of the title page) – only in the case of a team-prepared work, contains a list of authors with specific chapter numbers,
- Page 3 - supervisor's declaration; author's declaration,
- Page 5 - abstract, title of the work, keywords in Polish; abstract, title of the work, keywords in English,
- The penultimate page - consent to make the work available in the library,
- Pages 2 in the case of an individual work, 4, 6, and the last one remain blank,
- The content of pages 1 to 5 is in accordance with the template specified in Appendix No. 2;

b) Double-sided printing, pages numbered from number 7 (table of contents): all other pages containing the content of the work according to the specified table of contents – continuous numbering;

- 2) Margins: top - 2.5 cm, bottom - 2.5 cm, side - mirror: inner 3.5 cm, outer 2.5 cm;
- 3) Font: Times New Roman, size 12 pt, except for pages 1 to 5, for which the font size for individual elements is provided in Appendix 2 in parentheses;
- 4) Line spacing: 1.5 lines, justified text (aligned to side margins), spacing before and after paragraphs 0 pt;
- 5) Footnote: font size 10, single line spacing, justified text;
- 6) Binding: durable; the template for the covers of bachelor's, engineering, and master's theses is consistent with Rector's Directive No. 16 of the Warsaw University of Life Sciences of February 5, 2021, regarding the introduction of the Visual Identification Book - description and rules for using the visual identification mark of the Warsaw University of Life Sciences.

2. A thesis prepared in the form of a published article or a chapter in a monograph is submitted in the form specified in sec. 1 for a traditional cohesive study, with the following conditions:
- On the title page, under the name of the field of study, information about the preparation of the thesis in the form of a published article or a chapter in a monograph, along with the full name of the journal/monograph, is included,
 - Page 7 - a copy of the cover of the journal/monograph in which the text was published,
 - Page 9 - a copy of the first page of the article/chapter of the monograph,
 - Page numbering starts from page 11 and includes the entire content of the article/chapter of the monograph.

- Template for Page 1- Header specifying the type of work, font: SGGW, Content font: Times New Roman font - font size in parentheses, the header specifying the type of work along with the appropriate editable page template is available on the SGGW and faculty websites; footer – example.

Praca Dyplomowa Licencjacka/Inżynierska/Magisterska

Imię i nazwisko autora (12)
Numer albumu (12)

Tytuł pracy

Tytuł pracy w języku angielskim (14)

Praca dyplomowa na kierunku: (12)
Kierunek (12)

przygotowana w formie opublikowanego artykułu/ rozdziału monografii w:
Pełna nazwa czasopisma (14)

Praca wykonana pod kierunkiem (12)
Tytuł naukowy, imię i nazwisko promotora (12)
Miejsce zatrudnienia promotora (Instytut/ katedra/zakład) (12)

Warszawa, rok _____ (12)



SZKOŁA GŁÓWNA
GOSPODARSTWA
WIEJSKIEGO

Wydział Ogrodnictwa
i Biotechnologii

- Page 2 - printed only in the case of a team-prepared diploma thesis, otherwise remains blank - Times New Roman font - font size in parentheses.

Team-prepared thesis by: (12)

1. Author's first and last name (14)

Student ID number (12)

who is the author of: (specify the chapter numbers of the thesis along with the page numbers consistent with the table of contents)

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2. Author's first and last name (14)

Student ID number (12)

who is the author of: (specify the chapter numbers of the thesis along with the page numbers consistent with the table of contents)

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3. Author's first and last name (14)

Student ID number (12)

who is the author of: (specify the chapter numbers of the thesis along with the page numbers consistent with the table of contents)

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Thesis Supervisor's Declaration

I declare that this thesis*/the chapters of the team-prepared diploma thesis specified by the author* has/have been* prepared under my supervision and I confirm that it*/they* meet the requirements for presenting this work in the procedure for awarding a professional title.

Date

Supervisor's signature

Thesis Author's Declaration

Aware of the legal responsibility, including criminal liability for making a false statement, I declare that this diploma thesis*/the specified chapters of the team-prepared diploma thesis* has*/have been* written by me independently and does not*/do not* contain content obtained in violation of applicable law, in particular the Act of February 4, 1994, on copyright and neighboring rights (Journal of Laws 2019, item 1231, as amended).

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

I declare that this version of the thesis is identical to the attached electronic version.

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

Date

Author's signature

* choose the appropriate terms and delete the others.

- Page 4 remains blank -

- Template for page 5 - Times New Roman font - font size in parenthesis

in Polish

Streszczenie (12 bold)

Tytuł pracy (12 bold)

Streszczenie pracy - do 1000 znaków (10)

Słowa kluczowe - do 6 (12)

in English:

Abstract (12 bold)

Title (12 bold)

Summary - 1000 characters max (10)

Keywords – 6 max (12)

- Template for the penultimate page - Times New Roman font - font size - 12

I consent to making my thesis available in the reading rooms of the SGGW Library, including in the SGGW Diploma Thesis Archive.

author)

.....
(legible signature of the thesis

or

I consent to making my thesis available in the reading rooms of the SGGW Library, including in the SGGW Diploma Thesis Archive, after the year.....* .

author)

.....
(legible signature of the thesis

** In the case of a thesis prepared or co-financed with the participation of external stakeholders advocating for a confidentiality clause.*

