

Rules of the diploma procedure

The thesis in the first-level studies (BSc programme) (**bachelor's thesis**) should be a scientific literature review on a given topic.

The diploma thesis in the second-level studies (MSc programme) (**master's thesis**) should be of a research-based character, and only in justified cases may it be a literature review.

I. Selection of diploma thesis supervisor and topic

1. Before choosing the Department (supervisor) for preparation of a diploma thesis, all students should review the research topics of the Departments as presented on the website ([Presentation of Departments](#)).
2. Students indicate their preference for the Department in which they would like to complete their thesis (Bachelor's or Master's). Selection of the Department for the preparation of the bachelor's thesis takes place in the fourth semester of the BSc degree programme and in the first semester of the MSc degree programme for the preparation of the master's thesis. The procedure and the deadline for the choice of the Department for the preparation of the thesis are presented to the students by the Vice-Dean for Student Affairs.
3. The thesis supervisor is appointed from among the employees of the Department to which the student has been assigned to prepare the diploma thesis at the beginning of the third year of the first-level study (bachelor's thesis) or at the beginning of the first year of the second-level study (master's thesis) in agreement with the student.
4. The topic of the diploma thesis is determined by the supervisors in agreement with the students in the first month of the diploma thesis course.
5. In justified cases, it is possible to change the supervisor during the preparation of the thesis or the topic/title of the thesis. Such a change is approved by the Dean College on request of the student, the current supervisor, or Vice-Dean.

II. The requirements concerning formatting of the thesis (overall layout and specifications)

1. Page setup:
 - A4 page size (297 mm x 210 mm), vertical text layout
 - fonts: main text font – Times New Roman 12 pt; table and figure captions as indicated below
 - default line spacing of 1.5 lines; table and figure captions, titles longer than one line, or individual reference entries as indicated below
 - text justified (flush left and right), paragraph indentation of 1.5 cm
 - margins set to 2.5 cm top/bottom/right and 4 cm left (for binding)
 - page numbering in the footer (Arabic numerals) with no number on the first (title) page, Times New Roman 12 pt
2. Composition and structure:
 - Title Page (according to the design provided)
 - Dedication (optional)
 - Acknowledgement (optional; Acknowledge assistance from advisors, sponsors, funding agencies, colleagues, technicians, and so on)

- Abstract (0.5-1 page long; briefly state the research problem, methodology, key results, and conclusion)
- Table of Contents (list the key subject headings and subheadings of your thesis with their page numbers)
- Introduction (may be referred as Chapter 1)
- Body of manuscript (chapters, subchapters)
- Summary and Conclusion
- References/Bibliography (according to the format given below)
- Attachments (optional)
- List of Tables (include the Table number, title, and page number)
- List of Figures (include the Figure number, title, and page number)
- List of Abbreviations/Nomenclature/Symbols (optional)

3. Heading formats:

- Chapter – Times New Roman, 16 pt, bold; spacing before 12 pt, spacing after 6 pt, spacing 1.5 lines, flush left, automatic hierarchical numbering (1. Title)
- Subchapter (1st level) – Times New Roman, 14 pt, bold; spacing before 12 pt, spacing after 6 pt, 1.5 line spacing, flush left, automatic hierarchical numbering (1.1. Title)
- Subchapter (2nd level) – Times New Roman, 12 pt, bold, indented 1.5 cm; spacing before 6 pt, spacing after 6 pt, spacing 1.5 lines, flush left, automatic hierarchical numbering (1.1.1. Title)
- each chapter should begin on a new page, a new subchapter may be continued on the same page
- chapter titles, subsections, tables, diagrams, and figures should not end with full stops

4. Tables and figures:

- Tables generally list tabulated numerical data. Figures commonly refer to photographs, images, maps, charts, graphs, drawings, etc.
- Tables and figures should be embedded within the text (set apart from the text) and numbered with Arabic numerals consecutively throughout the whole thesis
- Table caption (above the table) – Times New Roman, 10 pt, bold, single spacing between lines; spacing before 12 pt, spacing after 6 pt, left alignment, automatic numbering throughout the whole work
- Titles of figures (below the figure) – Times New Roman, 10 pt, bold, single spacing between lines; spacing before 12 pt, spacing after 6 pt, left alignment, automatic numbering throughout the entire dissertation
- Format of a table: font – Times New Roman, 10-12 pt, single line spacing, text in cells centred vertically; do not leave blank cells in tables; in the case of missing data, use the following conventional sign: (-) does not occur

5. Footnotes (do not use for cited literature):

- automatic consecutive numbering throughout the thesis
- text justified, font size 10 pt, single line spacing

6. Bibliography:

- when referring to references in the text of the thesis, indicate the surname of the author and year of publication in parentheses (*e.g.* Szarek–Łukaszewska, 2009); for 2 authors – both names and year of publication (*e.g.* Sharifi and Ryu, 2018); for 3 and more authors – the surname of the first author et al., year of publication (*e.g.* Smeriglio et al., 2019); in the case of a collective work, the name of the editor and the year of publication (*e.g.* Guomet, 2017)

- in the list of bibliographical references, each entry should be listed in the following order: author's surname, first letters of author's first names, year of publication, title of work (article or book or book chapter), followed by (1) the name of the journal or scientific series (*Italics*), number of volume, pages (or number of the article) (in the case of journal articles); or (2) the name of the publisher, the place of publication, pages (in the case of a book); or (3) editor(s), the title of the book (*Italics*), the name of the publisher, the place of publication, pages (in the case of a book chapter), e.g.
 - (1) A journal article (with 1 or 2 or 3 and more authors):
 - Szarek–Łukaszewska G. (2009). Vegetation of reclaimed and spontaneously vegetated Zn–Pb mine wastes in Southern Poland. *Polish Journal of Environmental Studies*, 18: 117-733.
 - Sharifi R., Ryu C.M. (2018). Revisiting bacterial volatile-mediated plant growth promotion: lessons from the past and objectives for the future. *Annals of Botany*, 122, 349–358.
 - Smeriglio A., Trombetta D., Cornara L., Valussi M., De Feo V., Caputo L. (2019). Characterization and phytotoxicity assessment of essential oils from plant byproducts. *Molecules*, 24, 2941.
 - (2) An authored book:
 - Brown R. (2005). *Rational Choice and Judgment*. John Wiley & Sons, Inc., Hoboken, NJ
 - (2) An edited book:
 - Nadaf A. (2016). *Scented rice (Oryza sativa L.) Cultivars of India: A Perspective on Quality and Diversity*, 1st ed. Springer India, New Delhi
 - (3) A chapter in an edited book:
 - Ghosh P.K., De Maiti T.K. (2018). Role of ACC deaminase as a stress ameliorating enzyme of plant growth-promoting rhizobacteria useful in stress agriculture: a review, in: Meena V.S. (Ed.), *Role of rhizospheric microbes in soil*, volume 1: *Stress management and agricultural sustainability*. Springer, Singapore, pp. 57–106.
 - titles of foreign-language works, names of publishers, and place of publication should be given in the original language and the descriptive matter in non-Latin alphabets should be transcribed in accordance with the applicable transcription rules, e.g. Wierzbicka M. (2002). Przystosowania roślin do wzrostu na hałdach cynkowo-ołowionych okolic Olkusza. *Kosmos. Problemy Nauk Biologicznych*, 2 (51), 139–150.
 - Internet sources should be cited in the text (if no author is available) and explained in the list of references (under the headline Netography) using the www address e.g. <https://www.britannica.com/science/stomate> followed by the date of downloading.
 - under each table or figure, the sources from which they are derived should be indicated in the same way, if applicable.
7. Printed copy of the thesis:
- for the Dean's Office: print on both sides (from the table of contents), soft binding with a glued spine;
 - for the supervisor or the library of the Department: as agreed

III. Before a diploma examination

1. The student is obliged to introduce the diploma thesis into the system of the Archive of Diploma Thesis (APD). Instruction for authors of diploma theses: <https://phavi.umcs.pl/at/attachments/2021/0716/143545-apd-instruction-for-students-2021-en.pdf>. The supervisor verifies the thesis using an anti-plagiarism programme and, in the case of a positive report, approves it and submits the thesis for further processing.

2. The student submits one copy of the diploma thesis printed from the APD system to the Dean's Office for the student's personal file (double-sided printout, A4 format, soft-bound). The copy of the diploma thesis submitted to the Dean's Office must be accompanied by the student's declaration that the thesis has been written by the student alone (available in the APD system). Together with the thesis, the student submits four 4.5 x 6.5 cm photographs.
3. The diploma thesis is evaluated by the supervisor and by one reviewer. The reviewer is an academic teacher whose research work is close to the topic of the diploma thesis. The reviewer of a master's thesis may be an academic teacher with the title of professor or a post-doctoral degree. The reviewer of a bachelor's thesis may be an academic teacher with at least a doctoral degree.
4. In order to be admitted to the diploma examination, it is necessary to:
 - a) pass all courses covered by the curriculum,
 - b) obtain a positive assessment of the diploma thesis.
5. In the case of a negative assessment of the diploma thesis by the reviewer, the Dean of the Faculty decides about admittance to the diploma examination after consulting an additional reviewer.

IV. A diploma examination

1. The diploma examination (Master's and Bachelor's) is an oral examination. The scope of the examination of the diploma examination shall include:
 - a. Examination of the knowledge and skills covered in the study programme.
 - b. Knowledge of subjects related to the topic of the diploma thesis.
 - c. Knowledge of the topic within the chosen specialisation.

All questions asked by the thesis supervisor and the reviewer are included in the examination protocol together with an evaluation of the student's answers to each question. The final grade of the diploma examination is the arithmetic mean of the grades obtained for the answers to all individual questions.
2. The diploma examination takes place before a commission appointed by the Dean. The committee for the Master's examination consists of the chairperson, the thesis supervisor, and the reviewer. The committee is chaired by the Dean or the Vice-Dean of Student Affairs. A committee for the Bachelor's exam consists of the chairperson (an academic teacher with at least a post-doctoral degree), the thesis supervisor, and the reviewer.
3. The diploma examination is passed if the arithmetic mean of the marks in the answers to examination questions is at least 3.0 and there is no more than one negative mark among the partial marks. In the event of failing the diploma examination or an unexcused absence from the examination on the set date, the Dean appoints a second examination date as the final date. The second examination should take place within one month of the date of the first examination.
4. At the end of the diploma examination, in the confidential part, the commission establishes the final grade to be posted on the diploma based on (a) the average grade of all exams during the study course (weighting of 3/5), (b) the average grade of the diploma thesis given by the thesis supervisor and the reviewer (weighting of 1/5), (c) the grade of the diploma examination (weighting of 1/5).
5. The final result of the studies is levelled according to the rule:
 - up to 3.20 – fair (3.0);
 - from 3.21 to 3.70 – adequate (3.5), if the average grade of the studies exceeds 3.26;
 - 3.71 to 4.20 – good (4.0), if the average grade of the studies is 3.51 or higher;
 - 4.21 to 4.50 – very good (4.5), if the average grade of the studies 3.76 or higher;
 - 4.51 to 5.00 – excellent (5.0), if the average grade of the studies 4.19 or higher.

V. A graduation diploma

1. Within 30 days from passing the diploma examination, the student receives the graduation diploma with two excerpts and a supplement to the diploma in accordance with the template adopted at UMCS.
2. On request of the student, the supplement to the diploma can include additional information, e.g. on the affiliation with scientific clubs, etc. Such information, confirmed by relevant supervisors, should be submitted to the Dean's Office not later than on the day of the diploma exam.
3. Upon the receipt of the diploma and other documents, the student's ID card should be handed in to the Dean's Office.