

REGULATION OF THE GRADUATION PROCESS

in force at the Faculty of Management and Economics from October 1, 2025.
(approved at the Faculty Council meeting on September 25, 2025.)

§ 1

1. All provisions of the Regulation of Higher Education Studies at Gdańsk University of Technology concerning graduation and the University procedure no. 3: "Anti-Plagiarism Verification" are mandatory.
2. The term *diploma thesis* refers to all possible types of diploma theses: Bachelor's thesis, Engineer's thesis, Engineer's diploma project, Master's thesis, etc.

§ 2

Diploma Thesis

1. Academic teachers authorized to supervise diploma theses at a given field and level of study submit thematic areas for diploma theses for individual fields and specializations carried out at the Faculty of Management and Economics (hereinafter referred to as the Faculty) to the Dean's Office after obtaining the acceptance of the Head of the Department. The thematic areas of the theses supervised by the supervisors are posted on the faculty's website.
2. The scope of diploma theses is regulated by the current Rector's Ordinance on the introduction of guidelines for authors of diploma theses and diploma projects carried out in higher education studies at Gdańsk University of Technology, written in Polish and English.
3. Upon the student's request, reviewed by the diploma thesis supervisor, the Dean may consent to the submission of a diploma thesis in the form of a published or accepted for print article in a peer-reviewed journal or conference proceedings (in accordance with the current ministerial list for min. 100 points), related to the learning outcomes achieved in the given field, level, and specialization/stream of study. Detailed rules for recognizing a scientific article as a diploma thesis are presented in Appendix No. 1.
4. The diploma thesis is a work performed independently by a student/team of students under the supervision of a diploma thesis supervisor and must implement the learning outcomes specified in the course description for Diploma Thesis/Engineer's Project.

In special cases, justified by the complexity of the problem, the diploma thesis may be carried out by a maximum of 3 students (a team of students). In this case, students should obtain the Dean's consent for writing a team thesis (General application to the Dean in the MojaPG system).

5. The diploma thesis should utilize the knowledge gained through lectures, classes, seminars, laboratories, and projects. The diploma thesis allows for checking the degree of mastery of this knowledge, the ability to synthesize information, and its application to solving specific problems. Both the entire thesis and fragments thereof cannot be part of another official procedure related to the conferment of a professional title, nor can they be qualification theses carried out during the studies. The concept of the diploma thesis results from the general specialization profile of the graduate, taking into account the field, type of study, and specialization of graduation, as well as the characteristics of the Polish Qualifications Framework. The diploma thesis should be a useful study, addressing the solution of a specific problem, if possible, based on an example of

an organization. The diploma thesis may also have a research character, developing or deepening methods used in a given field.

6. Faculty students who are part of the team carrying out the diploma thesis may study in fields other than the one for which the given diploma thesis topic was submitted, however, the scope of work planned for them to carry out must contain elements corresponding to the program content of their home field and demonstrate that the student has achieved the learning outcomes assigned to the given field, level, and specialization/stream of study. The implementation of such a topic must be accepted by the Dean.
7. A team diploma thesis must be issued in a common copy. The division of completed work and the contribution of each performer must be precisely specified in the thesis.
8. In the case of a diploma thesis for first-cycle studies, it is recommended that the number of cited articles, books, and other publications, excluding websites, should not be less than 15 items, of which at least 5 items are in a foreign language.
9. In the case of a diploma thesis for second-cycle studies, it is recommended that the number of cited articles, books, and other publications, excluding websites, should not be less than 30 items, of which at least 10 items are in a foreign language.
10. Particular attention should be paid to respecting the requirements of copyright law. The diploma thesis, in accordance with applicable regulations, is subjected to an anti-plagiarism control procedure using the Uniform Anti-Plagiarism System.
11. Attention should also be paid to the linguistic and stylistic correctness of the text itself, as well as the correctness of the drawings and diagrams performed. The descriptive parts of the thesis should be substantively correct, concise, and communicative, and should contain only genuinely essential information. The diploma thesis should meet the editorial requirements specified for diploma theses conducted at the Faculty of Management and Economics of Gdańsk University of Technology.
12. The nature of the diploma thesis and the type of diploma issued depend on the type and level of study:
 - a) full-time and part-time first-cycle studies – theses leading to the issuance of an Engineer's or Bachelor's diploma, full-time and part-time second-cycle studies – theses leading to the issuance of a Master's diploma.
 - b) The Engineer's, Bachelor's, and Master's diploma theses differ in the complexity and scale of the topic development. A Master's diploma thesis should significantly exceed the level of Engineer's/Bachelor's theses in terms of complexity and should include an element related to research aspects in the form of developing and conducting an experiment or research, analysis of results, discussion, and formulation of final conclusions and recommendations.
13. In the case of studies conducted entirely in English, the diploma thesis must be written in English, and the diploma examination must take place in the language of instruction. A summary in Polish, accompanied by the thesis title in Polish, containing a total of not less than 500 words, must be attached to the thesis written in English. This requirement does not apply to foreign students who do not speak Polish.
14. The diploma thesis is subject to anti-plagiarism control and must be approved by the thesis supervisor. Before submitting the electronic version of the thesis to the anti-plagiarism system via the Moja PG portal, the student must complete an electronic declaration of compliance with copyright. A detailed description of the activities and procedure related to anti-plagiarism control is contained in the university Procedure No. 3: "Anti-Plagiarism Verification" and the faculty's Anti-Plagiarism Regulation, which constitutes a separate document.
15. The sources of origin of the described solutions that are not the product of the work of the

graduate/team of graduates must be clearly indicated in the diploma thesis, in accordance with the Rector of Gdańsk University of Technology's Ordinance on the introduction of guidelines for authors of diploma theses and diploma projects carried out in higher education studies at Gdańsk University of Technology, written in Polish and English.

16. The deadlines for submitting theses are determined by the study regulations.
17. The effective submission of the diploma thesis is considered to be the simultaneous fulfillment of the following conditions:
 - a) submission of a declaration of independent execution of the diploma thesis in the university MojaPG system,
 - b) uploading the diploma thesis along with appendices to the university repository of diploma theses using the university MojaPG portal,
 - c) approval of the thesis by the diploma thesis supervisor and its referral for review.
18. The date of the effective submission of the diploma thesis is considered to be the date of approval of the thesis by the diploma thesis supervisor and its referral for review.
19. Additionally, before the date of the diploma examination, the student may submit an application for the issuance of a transcript of the supplement and a transcript of the diploma in English. If the relevant Rector's ordinance stipulates fees for issuing a transcript, the student is obliged to pay the appropriate fee before its issuance.
20. In the case of carrying out two specializations/graduating in one field of the Faculty, the student writes the diploma thesis in the specialization chosen as the primary one.
21. In the case of undertaking studies abroad to complete a part of the studies covering the semesters in which the diploma thesis is carried out, the selection of the supervisor takes place under the general rules.

§ 3

Thesis Supervisor and Reviewer

1. The Head of the Department or unit is responsible for ensuring the proper quality of the graduation process, particularly in maintaining the substantive competence of the thesis supervisors and reviewers.
2. Supervision over the writing of the diploma thesis is exercised by the thesis supervisor, who is responsible for the substantive and formal correctness of the thesis. The detailed scope of the work and its main aspects, as well as the method of solving individual problems, are determined individually between the graduate and the thesis supervisor during the diploma seminar.
3. In the case of first-cycle studies, the student performs the diploma thesis under the supervision of a thesis supervisor, who may be a person with at least a doctoral degree. After consulting the Faculty Council, the Engineer's or Bachelor's diploma thesis may be supervised by an academic teacher with a professional title of Master of Science in Engineering or Master. In the case of second-cycle studies, the student performs the diploma thesis under the supervision of a thesis supervisor, who may be a person with:
 - a) doctoral degree and employed in a research and teaching position,
 - b) doctoral degree and employed in a didactic professor position,
 - c) habilitation degree,
 - d) or a professor title.

4. The list of thesis supervisors assigned to a given field and specialization of graduation is approved by the Dean.
5. The total number of newly supervised diploma theses conducted by one supervisor in a given academic year should not exceed 10, including no more than 5 Master's theses.
6. If the number of candidates for a given supervisor exceeds the permissible limit of theses supervised by him/her, the Dean's Office assigns the graduates to supervisors based on the primary and alternative choices submitted by each graduate, in accordance with the Procedure for the selection of subjects, specializations, and diploma thesis supervisor in force at the Faculty of Management and Economics of Gdańsk University of Technology.
7. A change of the diploma thesis supervisor may occur upon the student's application to the appropriate Vice-Dean, stating the justification for the change and the acceptance of the new and the relinquishing thesis supervisor.
8. The diploma thesis reviewer is appointed by the head of the graduating unit. The reviewer may only be a person who meets the conditions for acting as a diploma thesis supervisor in accordance with § 3, item 3.
9. The co-author of the article cannot be the reviewer of the diploma thesis referred to in § 2, item 3.
10. The Dean, after consulting the Faculty Council, may consent to the execution or review of the diploma thesis under the guidance of a specialist from outside Gdańsk University of Technology. These persons should have scientific or implementation achievements in the field covered by the topic of the diploma thesis.
11. In the case of a diploma thesis topic submitted by a unit from the socio-economic environment of the faculty, the Dean may appoint a work consultant from among the people employed in this unit. This person must have a professional title of Master of Science in Engineering. The consultant is not remunerated. The consultant cannot be the reviewer of the thesis.
12. It is recommended that at least one person: the supervisor or reviewer of the Master's diploma thesis, has a habilitation degree or a professor title.
13. It is recommended that the reviewer has the same or a higher scientific title or degree as the thesis supervisor.
14. It is recommended that at least one person: the supervisor or reviewer of the Engineer's diploma thesis, has the professional title of Engineer.
15. In the case of second-cycle studies, before establishing the topic of the Master's thesis, the thesis supervisor is obliged to check the topic of the Engineer's or Bachelor's thesis and whether the conditions set out in § 2, p. 5 and § 3, p.1 of these regulations are met.
16. In accordance with the Study Regulations, the thesis supervisor and the reviewer prepare reviews in the MojaPG portal within the non-extendable period of 14 days from the moment the thesis is submitted for review and a positive result from the JSA is obtained.
17. The opinion of the supervisor and the reviewer of a team diploma thesis must be written separately for each author, and the supervisor's and reviewer's grades must also relate to the work performed by each of the authors.

§ 4 Diploma Seminar

1. The last two semesters in every type and field of study are diploma semesters. The decision to register for the semester preceding the diploma semester and the diploma semester of first- and second-cycle studies with a point debt is made by the Dean.
2. Before the start of the first diploma semester, the student decides on the choice of the thesis supervisor.
3. Graduates systematically carry out the tasks defined in the course description and agreed upon with the diploma thesis supervisor.
4. The course description for *Diploma Thesis* is prepared by the head of the given program. It should define the milestones and the state of work that must be achieved by the Graduate at the end of the semester preceding the diploma semester and the diploma semester. On this basis, the supervisor issues a passing grade for the course.
5. The condition for passing the *Diploma Seminar* and *Diploma Thesis* in the semester preceding the diploma semester is:
 - a) participation in individual meetings with the thesis supervisor, the result of which is the establishment of the thesis topic and the fulfillment of other conditions given by the supervisor,
 - b) participation in the classes: *Methodology of writing diploma theses / Final Dissertation Preparation* in the number of hours specified in the study program or designated by the Dean,
 - c) participation in the classes: *PG Guidelines in the area of using and citing GenAI tools in the process of writing a diploma thesis* in the number of hours designated by the Dean,
 - d) participation in the classes: *Protection of intellectual property* in the number of hours designated by the Dean.
6. The condition for passing the semester preceding the diploma semester is the submission of the Diploma Thesis Topic Card on the electronic form available in the MojaPG system (in the form of an eDocument) and obtaining the Dean's acceptance. In the case of team theses, each student submits a thesis topic card.
7. The Dean's Office enters the diploma thesis topic into the MojaPG portal after the Dean has accepted the thesis topic.
8. In the event of a change of the thesis topic or reviewer in the diploma semester, it is necessary to submit a new *Diploma Thesis Topic Card*. The submission of a new thesis topic card must take place before the start of the anti-plagiarism procedure. In this case, before uploading the thesis to the Moja PG portal, the student must check whether all data in the system comply with the new thesis topic card.
9. The basis for passing the *Diploma Seminar* in the diploma semester is participation in individual meetings with the thesis supervisor and the fulfillment of the conditions established by him/her.
10. The condition for passing the *Diploma Thesis* in the diploma semester is the presentation to the diploma thesis supervisor of the thesis prepared for submission to the Dean's Office and obtaining a positive result of the anti-plagiarism control.
11. If the student has not submitted the diploma thesis by the statutory deadline, the provisions of the study regulations apply.

§ 5

Bachelor's, Engineer's, and Master's Diploma Examination

1. The Dean's Office sets the date of the diploma examination if the diploma thesis has been positively assessed by the thesis supervisor and the reviewer. Diploma examinations may take place throughout the academic year, with the possibility of exclusion for the duration of the summer break.
2. The Bachelor's, Engineer's, and Master's diploma examination board consists of:
 - a) the chairperson of the board – the Dean, Vice-Dean, or an academic teacher appointed by the Dean and employed in the position of professor or university professor,
 - b) the members of the board: the thesis supervisor and the diploma thesis reviewer,
 - c) other invited persons or experts.

In the case of inter-faculty fields, each faculty should be represented on the board.

3. The diploma examination is an oral examination. The course of the diploma examination includes;
 - a) presentation of the thesis (presentation not exceeding 10 minutes),
 - b) presentation of the review,
 - c) to the reviewer's comments,
 - d) answer to three questions drawn from a set prepared for the specific field and specialization/stream of graduation.

The members of the examination board may ask supplementary questions related to the content of the examination questions and the diploma thesis.

4. The set of questions should be made available to students no later than during the first two weeks from the start of classes in the diploma semester.
5. Upon the student's request, the diploma examination in second-cycle studies may be an open examination. All rules set out in the study regulations apply.
6. The grade of the diploma thesis is the average of the grades awarded by:
 - a) thesis supervisor and the reviewer,
 - b) the thesis supervisor and the reviewers, in case the thesis is referred for a re-review, rounded according to the provisions specified in the Study Regulations at Gdańsk University of Technology.
7. The grade from the diploma examination is the arithmetic mean of the grades obtained from the answers to the three drawn questions and the grade from the presentation. If, during the presentation of the thesis, the board has justified doubts as to the independence of the student's/team of students' work, supported by the answer to additional questions, the presentation is graded as negative.
8. The board assesses the answer to each question, enters it into the electronic protocol, available via the MojaPG portal, and the result of the examination and the final result of the studies are automatically calculated, in accordance with the Study Regulations at Gdańsk University of Technology.

9. The members of the diploma examination board sign the electronic protocol of the diploma

examination no later than the end of the day on which the diploma examination took place.

10. The Dean submits an application to the Rector for the conferment of a distinction diploma to a student who meets the following conditions:
 - a) has obtained a weighted average of grades for the entire period of studies of not less than 4.5 or has demonstrated outstanding scientific achievements related to the field of study, which he/she documented no later than the day of the diploma examination,
 - b) has obtained a grade of very good (average of thesis review grades from the supervisor and reviewer 5.0) for the diploma thesis,
 - c) has obtained a grade of very good (average of grades from answers to questions and presentation 5.0) for the diploma examination,
 - d) has not been penalized by the disciplinary committee or the student court,
 - e) has submitted the diploma thesis by the deadline specified in the Study Regulations, taking into account the earlier granted extension, if the study program provides for it.
11. A negative grade from any question or the presentation of the thesis means the necessity of repeating the diploma examination.
12. Only one repetition of the diploma examination is allowed.
13. Repeat diploma examination should take place no later than 2 months from the first date. The composition of the repeat examination board is determined by the Dean.

PRINCIPLES FOR RECOGNIZING A SCIENTIFIC ARTICLE AS A DIPLOMA THESIS

1. Only one student may apply with a single Article with the Application, provided that their percentage contribution is not less than 50%. The percentage contribution and substantive input of the graduate must be documented by declarations of all authors of the Article.
2. The Application reviewed by the thesis supervisor must be submitted at least 30 days before the statutory deadline for submitting the diploma thesis.
3. The graduate attaches the following to the Application:
 - the Article,
 - a Self-Report (Autoreferat),
 - confirmation of acceptance for print,
 - and declarations of all authors of the article specifying their percentage contributions and substantive input.
4. The student submitting the Application must be the first author of the Article, in which the affiliation of Gdańsk University of Technology and the Faculty of Management and Economics has been given, provided that the publisher allows such a possibility.
5. The Article, in terms of the graduate's substantive contribution, must be related to the leading scientific discipline for the field of study they are pursuing, for which it is to be recognized as a diploma thesis, and reflect issues and methods typical for the level of study.
6. The required scoring of the Article, according to the ministerial list, refers to the year of publication of the Article.
7. At the time of submitting the Application, the Article should be published or accepted for publication, which must be confirmed by a certificate issued by the publisher
8. The basis for submitting the Application cannot be an Article that was previously the basis for the conferment of another professional title, nor an Article that is a publication of research results carried out as part of work prepared for another field of study or stage of education.
9. Selection of the Article as a form of submitting the diploma thesis cannot be the basis for applying for an extension of the deadline for completion of studies.
10. Any financing of the costs of publishing the Article requires prior agreement with the diploma thesis supervisor and the funds administrator (e.g., project manager, head of the department). Failure to obtain consent for financing means the costs are covered by the student.
11. The Dean decides on the recognition of a scientific article as a diploma thesis.
12. The diploma thesis in the form of an Article, in terms of the graduate's substantive contribution, along with the Self-Report, is subject to the review and assessment procedure
13. Decisions on matters not regulated by the Study Regulations at Gdańsk University of Technology and these graduation regulations are made by the Dean.

Self-Report (Autoreferat) should consist of 2–4 A4 pages, edited in accordance with the Detailed editorial requirements for diploma theses and projects carried out at the Faculty of Management and Economics of the Gdańsk University of Technology.

SELF-REPORT (AUTOREFERAT)

Dane studenta:

Student's name and surname:	
Register number:	
Faculty:	
Level of study:	
Form of study:	
Field of study:	
Specialization:	
Thesis topic:	
Thesis supervisor:	

Bibliographic description of the article::

Article Title	
Publication Status	☐ published article ☐ accepted article for publication ☐ published conference materials ☐ accepted conference materials
Published	title of publication, journal/conference, issue, year of publication
Date of submission of the article for publication:	
In what activity was the article created:	☐ as part of a grant (specify name) ☐ as part of the IDUB project (specify name) ☐ as part of a Team Research Project ☐ as part of an individual study program (including ISB) ☐ other: specify...
Awards and distinctions received in connection with the publication of the article:	

INTRODUCTION

- definition of the scientific problem
- purpose of the article, research hypotheses

REPORT

- research concept
- research methods used
- completed research

SUMMARY

- key results
- Conclusions

DECLARATION FOR MULTIPLE-AUTHOR PUBLICATIONS

I declare that in the scientific publication entitled:

.....

prepared together with.....,

.....

my contribution and that of co-authors is as follows:

Name and surname of the person submitting the declaration	Description of the work contribution	Percentage share	Signature
Names and surnames of co-authors	Description of the work contribution	Percentage share	Signature
		100%	

I declare that the above information is true and reflects the actual contribution of each author.

.....

date and student's signature