

CERTIFIED TRANSLATION FROM THE POLISH LANGUAGE

[content in square brackets, in italics, has been added by the sworn translator]

[emblem of the University]
UNIVERSITY OF WARSAW

CURRICULUM COMMITTEE
INTERNAL SECURITY, EUROPEAN STUDIES – EUROPEAN INTEGRATION, GRADUATE
PROGRAMME IN INTERNATIONAL RELATIONS, GRADUATE PROGRAMME IN
POLITICAL SCIENCE, LABOUR MARKET ORGANIZATION, POLITICAL SCIENCE, SOCIAL
POLICY, EURASIAN STUDIES, INTERNATIONAL RELATIONS, UNDERGRADUATE
PROGRAMME IN INTERNATIONAL RELATIONS, UNDERGRADUATE PROGRAMME IN
POLITICAL SCIENCE, EUROPEAN POLITICS AND ECONOMICS

RESOLUTION NO. 33/2020

of the Curriculum Committee for the following programmes:

Internal Security, European Studies – European Integration, Labour Market Organization, Political
Science, Social Policy, International Relations, Eurasian Studies, Undergraduate Programme in
International Relations, Undergraduate Programme in Political Science, Graduate Programme in
International Relations, Graduate Programme in Political Science, European Politics and Economics

of 19 July 2020

on detailed rules of the process of awarding degrees in European Politics and Economics programme

Under § 68 Section 2 of the Statute of the University of Warsaw (UW Monitor of 2019, item
190) and § 5 Section 1 Subsection 8 of the Rules of Study at the University of Warsaw, the
Curriculum Committee decides as follows:

§ 1

Curriculum Committee defines detailed rules for the process of awarding degrees in European Politics
and Economics programme according to appendix no. 1 to the resolution.

§ 2

The resolution shall enter into force on 1 October 2020.

Chairman of the Curriculum Committee: J. Godlewska-Szyrkowa

Repertory No. 1597/2020

*I, the undersigned, Izabela Zhiznevskaja, a sworn translator of the English language registered in the
list of sworn translators of the Ministry of Justice under number TP/103/15, hereby certify that the
above text is a true, accurate and complete translation of the electronic version of the Polish
document presented to me.*

Number of characters and pages (1125 characters per page): 1535 characters (2 pages)

Warsaw, 30 October 2020



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Appendix no. 1
to the resolution no. 33/2020 of the Curriculum Committee for the programmes:
Internal Security, European Studies – European Integration, Labour Market Organization, Political
Science, Social Policy, International Relations, Eurasian Studies, Undergraduate Programme in
International Relations, Undergraduate Programme in Political Science, Graduate Programme in
International Relations, Graduate Programme in Political Science, European Politics and Economics

**Rules of awarding degrees at undergraduate studies *[first-cycle studies]*
in European Politics and Economics programme (general academic profile)**

General Provisions

1. The duration of diploma (B.A.) seminars at undergraduate studies is two semesters (2x30 hours).
 2. Diploma seminars are preliminarily intended for the preparation of the degree (undergraduate) dissertation by the student.
 3. An important element of the seminar curriculum is the consolidation of knowledge and methodological skills acquired at the previous stages of studies and their practical application.
- I. Detailed rules of preparation and assessment of the degree dissertation

Rules and procedures for the selection of the thesis supervisor

1. The students choose the supervisor by subscribing to one of the diploma seminars offered in a given teaching cycle. The offer of diploma seminar together with their subject (research profile) is published at the website of the Faculty of Political Science and International Studies before the registration for the seminar begins. Diploma seminars are conducted by the staff of the Faculty of Political Science and International Studies or of the Faculty of Economic Sciences at the University of Warsaw, depending on the subject matter of the seminar.
2. Diploma seminars are connected with scientific research conducted at the Faculty of Political Science and International Studies or the Faculty of Economic Sciences at the University of Warsaw.
3. Diploma seminars may be multi- or single-field ones, but each time must be connected to the scope of a given programme. Detailed offer of the seminar with respect to its subject matter may be found in the subject curriculum.
4. Persons conducting diploma (undergraduate) seminars hold at least the Ph.D. degree and are assigned in at least 25% to one of the disciplines, to which the given programme is assigned, or they have significant scientific achievements in one of those disciplines.
5. Maximum number of participants of the diploma seminar may not exceed 6 persons. In special circumstances, the head of the didactic unit may consent to a larger number of seminar participants.
6. Maximum number of degree (undergraduate and graduate) dissertations for a given academic year per one supervisor in all programmes administered by the Faculty of Political Science and International Studies may not exceed 16. This does not include the supervision over the participants of the M.A. seminar during first semester. In special instances, the head of the didactic unit may consent to a larger number of dissertations.



7. Provisions determining the maximum number of participants of diploma seminar participants and maximum number of degree dissertations per one supervisor are subject to gradual implementation and shall apply from 2021/22 academic year.
8. The workload calculated for degree dissertation supervisor is 6 teaching hours per one seminar participant per semester. The curriculum committee recommends to the Dean of the Faculty of Political Science and International Studies and the Dean of the Faculty of Economic Sciences to include this workload in the teaching load of the employees supervising degree dissertations.
9. Individual diploma seminars are possible in case of readmission to the study programme in order to complete the degree dissertation (according to par. 13 section 5 of the Rules of Study), as well as in justified cases, upon consent granted to the student by the head of the didactic unit (or an authorised head of the studies). An application for individual diploma seminar (apart from the case readmission) should include substantive justification of the selection of the supervisor outside of the list of diploma seminar supervisors in a given academic year. The consent to individual diploma seminar is conditional upon the consent of the potential degree dissertation supervisor.
10. In justified cases it is possible to change the supervisor upon consent of the head of the didactic unit (or an authorised head of the studies).

Rules and procedures for the selection of the degree dissertation topic

1. The topic of the degree dissertation is determined jointly by the seminar participant and the supervisor, taking into account the interests of the seminar participant, the profile of the research activity of the supervisor and the subject of the diploma seminar (if applicable).
2. The topic of the degree dissertation shall be well matched to the research areas relevant for the studies curriculum and the discipline/s attributed to the studies programme.
3. The topic of the degree dissertation should determine the research task that was executed in the degree dissertation.

Rules and procedures for approving degree dissertation topics

1. The supervisors submit the determined dissertation topics to the section of planning and teaching organization at the Faculty of Political Science and International Studies together with brief (max. 1500 characters) information prepared by the student concerning the assumptions of work not later than until 15 December of a given academic year, and in case of change of the topic – immediately upon determination of the changed topic.
2. Section of planning and teaching organization at the Faculty of Political Science and International Studies prepares the list of submitted degree dissertation topics and submits it to the Curriculum Committee for approval.
3. Curriculum Committee appoints permanent teams for approving degree dissertation topics for respective studies programmes. The team is led by the chairman.
4. Representatives of the Departments of the Faculty of Political Science and International Studies and employees of the Faculty of Economic Sciences at the University of Warsaw may be members of the teams for approving degree dissertation topics.
5. The team appointed by the Curriculum Committee performs initial verification of the topics for their compliance with the studies programme, profile and the disciplines, to which the programme was assigned. In case of doubts, the chairman of the team asks the thesis supervisor for clarification. The team presents the results of their works in the form of recommendations for approval of the topics by the Curriculum Committee.
6. Curriculum committee approves the degree dissertation topics according to resolution no. 1/2020 of 29 January 2020 on approval of topics (titles) of degree dissertations.

Substantive requirements for the degree dissertation

1. Undergraduate dissertation should prove the preparation for conducting scientific research.
2. The minimum substantive requirement for undergraduate thesis is:



- 1) preparation of the research concept according to the standards of social sciences based on current research conducted in the given area or subject within the scope of studies programme;
- 2) critical analysis of the data found with respect to the assumed research issue and/or preparation of research tools for conducting empirical study and their pilot testing.
3. The study may refer both to empirical study (quantitative, qualitative, mixed) and structured literature review, and meta-analysis.
4. Degree dissertation should refer to existing research in a given subject and should include the most important publications within international scientific discourse.

Formal requirements for degree dissertation

1. The volume of undergraduate dissertation should generally be no less than 40 pages of standard typescript. In substantially justified cases, this requirement may be waived.
2. Substantive part of the work is divided into introduction, subsequent chapters and subchapters, ending/summary.
3. Degree dissertation includes the following elements, drawn up according to editorial principles: title page (according to the format adopted by the order of the Rector), table of contents, bibliography, source references, adequately described tables, figures, graphs (if applicable), list of tables, figures, graphs (if applicable), appendices (if applicable).

Responsibilities of the academic supervisor of the degree dissertation:

The responsibilities of the academic supervisor of the degree dissertation include:

1. Informing the seminar participant about the substantive and formal requirements for the degree (undergraduate) dissertations.
2. Assistance to the seminar participant with the selection of the degree dissertation topic and formulating its title;
3. Submitting the topic (title) of the degree dissertation together with brief thesis profile (prepared by the seminar participant) for approval of the Curriculum Committee within the set time-limit.
4. Supporting the seminar participant in the selection of sources, determination of a main research issue of the thesis, research questions, theoretical paradigm (if applicable), selection of methods and research tools, conducting scientific study or pilot scientific study.
5. Regular review of the progress of the seminar participants in preparation of degree dissertation and sending comments and remarks to subsequent parts of the text.
6. Conducting diploma seminar according to the meetings schedule and programme set forth in the subject curriculum, diligence with respect to execution of educational results assigned to diploma seminar.

Undergraduate dissertation assessment criteria

Detailed questions for the review of the degree dissertation:

- Does the content of the dissertation correspond to the subject defined in the title?
- Assessment of the structure of the work, division of content, sequence of chapters, completeness of theses etc.
- Substantive assessment of work
- Does the dissertation prove the preparation of the student to conducting scientific research?
- Does the work constitute a new approach and in what scope?
- Characteristics of the selection and use of the sources
- Assessment of the formal side of the work (linguistic accuracy, developing the technique of writing the thesis, table of contents, footnotes)
- Manner of use of work (publication, sharing with institutions, source material)
- Other comments
- Assessment of dissertation



The date when the degree dissertation reviews are shared with the students

1. Degree dissertation reviews (of the supervisor and of the reviewer) are shared with the students through Degree Dissertations Archives not later than 3 days before the date of degree examination.

Principles of assessment of degree dissertation prepared by more than one student

1. In each case Curriculum committee determines individual rules for assessment of the degree dissertation prepared by more than one student.
- II. Detailed rules for conducting degree examination

Rules for appointing examination boards for degree dissertation defence examinations

1. Examination board, including its chairman, is appointed by the Head of the Didactic Unit of the Faculty of Political Science and International Studies from among the academic staff of the University of Warsaw. The board consists of 3 persons.
2. Application for appointment of examination board together with its suggested composition is submitted by the thesis supervisor to the Head of the Didactic Unit not later than 14 days before planned degree examination.

Substantive requirements

1. Examination board consists of chairman, thesis supervisor, thesis reviewer. Chairman of the board holds at least a Ph.D. degree.
2. Degree dissertation reviewer may be an academic teacher holding at least a Ph.D. degree.
3. When appointing the thesis reviewer, Head of the Didactic Unit of the Faculty of Political Science and International Studies, takes into consideration of the suggestion presented by the supervisor and the correlation of the scientific achievements of the reviewer candidate with the subject of the reviewed degree dissertation.
4. Degree dissertation reviews are drawn up in English.

Procedures of conducting degree examinations

1. Degree examination is an oral examination..
2. Degree examination is conducted in English.
3. Examination board session consists of three parts: degree examination, closed part (without participation of the student) and announcement of the result.
4. Degree examination is conducted and recorded by the examination board chairman.
5. During degree examination, the board poses at least three questions, including at least two referring to the course of studies, and one referring to the degree dissertation.
6. Curriculum committee may assume closed catalogue of questions/issues from the course of studies, which will be announced to the students.
7. During closed part of the session, the members of the examination board discuss the course of examination and decide on its grade.
8. The result of examination together with justification, is announced by the chairman of examination board in the presence of the student.
9. Degree examination may be conducted remotely, according to the rules adopted at the University of Warsaw.



III. Detailed rules of monitoring of the process of awarding degrees

Rules for conducting analysis of reviews and assessments of degree dissertations, and analysis of examination questions and degree examination grades

1. Every year, with respect to the last academic year, Curriculum Committee conducts analysis of reviews and assessments of degree dissertation using random or target samples, as well as the analysis of examination questions and degree examination grades, taking into consideration in particular: observing the deadline for sharing the thesis reviews with the students, consistency, completeness and accuracy of the justifications for dissertation grades given by the supervisor and reviewer; reasonableness of differences in dissertation assessments made by the supervisor and reviewer; observance of the substantive scope and procedures for conducting degree examination with the requirements in detailed rules for the process of awarding degrees.
2. To conduct the analyses, Curriculum Committee appoints assessment team for a given studies programme.
3. Based on conducted analyses, a final report is drawn up, which is subject to approval of the Curriculum Committee. The report includes recommendations with respect to corrective and improvement activities for the process of awarding degrees within a given studies programme.
4. The report is sent to the University Education Board not later than until the end of the next semester after the academic year subject to analyses.

Procedures for implementation of corrective and improvement measures for the process of awarding degrees prepared based on the results of analyses

1. Recommendations concerning corrective and/or improvement measures for the process of awarding degrees constitute the basis for further actions of the Curriculum Committee, including correction of rules for the process of awarding degrees.
2. Conclusions from annual analyses and formulated recommendations are submitted to the head of the didactic unit of the Faculty of Political Science and International Studies at the University of Warsaw, head of the didactic unit of the Faculty of Economic Sciences at the University of Warsaw and heads of departments at the Faculty of Political Science and International Studies.
3. In October of each academic year, the meetings are held between the representatives of the Curriculum Committee and the thesis supervisors at a given studies programme, in order to discuss the recommendations connected with conducting the process of awarding of degrees in a given studies programme.

Repertory No. 1602/2020

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