

Appendix 1 to Resolution No. 18/2025 of the Didactic Council for fields of study  
Global Environment and Development, Interfaculty Studies in Environmental Protection,  
Animal Protection, Sustainable Development, dated 03.12.2025  
on the detailed rules of diploma in the field of Global Environment and Development, full-  
time, second-cycle at the University Centre for Environmental Studies and Sustainable  
Development

## **DETAILED RULES OF THE GLOBAL ENVIRONMENT AND DEVELOPMENT (GED) FULL-TIME, SECOND-CYCLE DIPLOMA PROCESS**

### **§ 1**

#### **General**

The terms used in the detailed rules of the graduation process in the field of Global Environment and Development, full-time, second-cycle terms mean:

1. **APD** – Archive of Diploma Theses of the University of Warsaw;
2. **Graduate** – a student of the University of Warsaw preparing a diploma thesis;
3. **GED** – Global Environment and Development;
4. **UCBS Unit** – University Centre for Environmental and Sustainability Research;
5. **Supervisor of the diploma thesis** – an academic teacher of the University of Warsaw holding at least a doctoral degree, responsible for the substantive supervision of the diploma thesis and supervision over its implementation;
6. **KJD** – Director for Education UCBS, appointing reviewers and committees;
7. **UCBS Collegium** – UCBS's advisory and advisory body on didactic matters, in particular those related to the graduation process and the quality of education. The Collegium approves the titles of diploma theses and, at the request of the KJD, gives its opinion on the topics and proposed changes in diploma theses;
8. **Thesis** – diploma (master's thesis);
9. **Faculty Representative** – a Faculty employee conducting classes on the GED;
10. **Didactic Council** – UCBS Didactic Council;
11. **Reviewer** – an academic teacher or other expert holding at least a doctoral degree, appointed by KJD to evaluate a diploma thesis;
12. **Study Regulations** – Regulations of Studies of the University of Warsaw (Monitor UW 2019, item 186);
13. **Title** – a master's thesis title approved by the UCBS Collegium;
14. **USOSweb** – University Study Service System;
15. **UW** – University of Warsaw.

## **I. Detailed rules for the preparation and evaluation of the diploma thesis**

### **§ 2**

#### **Rules and procedures for the selection of the thesis supervisor**

1. Formal criteria
  - 1) An academic teacher of the University of Warsaw holding at least a doctoral degree may become the supervisor of the diploma thesis.
  - 2) In justified cases, the KJD may agree to appoint a person from outside the University of Warsaw as a co-supervisor of the diploma thesis, provided that the person has at least a doctoral degree and at the same time a supervisor from the University of Warsaw who meets the criteria set out in point 1 is appointed.
  - 3) People from outside the University of Warsaw without a doctoral degree can only act as substantive consultants; however, they cannot act as a manager, co-manager or reviewer.
2. Multiplayer Direction
  - 1) The diploma thesis may be conducted by 2-3 people, including academic teachers of the University of Warsaw and – with the consent of the KJD – persons from outside the University of Warsaw who meet the criteria set out in paragraph 1 point 2.
  - 2) At least one of the persons in charge of the work must be an academic teacher of the University of Warsaw who meets the criteria set out in paragraph 1 point 1.
3. Competences of the supervisor and rules for assigning discipline
  - 1) The function of the of the diploma thesis may be performed by academic teachers who have at least a doctoral degree and substantive competences allowing for the assessment of the subject matter of the thesis, regardless of the field or scientific discipline to which they are assigned.
  - 2) The substantive competence of the person proposed for the position of supervisor of the thesis is confirmed by the KJD, if necessary after consulting the UCBS Collegium.
  - 3) The assignment of the diploma thesis to the relevant scientific discipline is made by the UCBS Collegium at the stage of approving the title of the thesis, taking into account the profile of the field of study. In justified cases, at the request of the supervisor, the assignment may be clarified or modified by the KJD after consulting the UCBS Collegium.
4. Limit on the number of works
  - 1) The limit on the number of diploma theses entrusted to one academic teacher is determined by the regulations in force at the faculty to which the teacher is associated.
  - 2) Regardless of the faculty regulations, the number of papers carried out in a given academic year may not exceed 5.
  - 3) In justified cases, the KJD may, at the request of the supervisor, agree to increase the limit, as long as it is not contrary to the rules in force at the faculty employing the supervisor.

5. Procedure for the selection of the supervisor of the diploma thesis
  - 1) The student selects the supervisor of the diploma thesis from among the academic teachers of the University of Warsaw who meet the criteria set out in paragraph 1 point 1.
  - 2) The student submits an application to the KJD for consent to appoint a co-supervisor of the diploma thesis from outside the University of Warsaw.
6. A change in the supervisor of the diploma thesis is possible only with the consent of the KJD.

### § 3

#### **Tasks of the supervisor of the diploma thesis**

Supervisor of the master's thesis:

- 1) supports the student in preparing and refining the concept of the thesis and in conducting research;
- 2) provides the student with access to the necessary research tools and literature;
- 3) monitors the progress of the work and ensures that the implementation is in compliance with the approved title;
- 4) provides ongoing substantive consultations on the content and structure of the work;
- 5) verifies the anti-plagiarism work in the APD system and approves its result;
- 6) applies to the KJD with a request for the appointment of a reviewer and an examination committee;
- 7) prepares the evaluation of the diploma thesis in the APD system.

### § 4

#### **Rules and procedures for selecting a reviewer**

1. The reviewer is appointed by the KJD at the request of the supervisor of the diploma thesis.
2. The function of a reviewer may be performed by academic teachers who have at least a doctoral degree and substantive competences allowing for the assessment of the subject matter of the work, regardless of the field or scientific discipline to which they are assigned.
3. The substantive competence of the person proposed as a reviewer is confirmed by the supervisor of the diploma thesis at the stage of submitting the application for the appointment of a reviewer. The KJD performs formal verification and, in justified cases, may consult the UCBS Collegium.

### § 5

#### **Rules and procedures for choosing the topic of the diploma thesis**

1. Academic teachers submit proposals for the subject of diploma theses through a representative of their Faculty. Each proposal should include:
  - 1) a brief description of the scope and purpose of the work and the proposed methodology,
  - 2) the proposed scientific discipline to which, in the opinion of the head, the thesis should be assigned.
2. The representative of the Faculty submits a summary of all submitted thematic proposals in electronic form to the UCBS Student Affairs Secretariat, whereby:
  - 1) topics may be implemented and financed as part of projects, if the regulations of a given project allow it,
  - 2) it is possible to submit a thesis carried out in English — in this case, the subject of the thesis should also be given in Polish,
  - 3) the final assignment of discipline is made by the UCBS Collegium at the stage of approving the topic.
3. The UCBS Student Affairs Secretariat provides KJD with a list of submitted proposals for theses, along with the proposed scientific disciplines and with assigned Supervisors, Co- Supervisors and Graduates, by 15 November.
4. The subject matter of the theses is approved by the UCBS Collegium.
5. Changing the subject matter of the diploma thesis requires the consent of the KJD.

## § 6

### **Formal requirements for the diploma thesis**

1. The Master's thesis is written in English and is an original study of the Graduate, based on his/her own research (field, laboratory or analytical), literature on the subject and with respect for intellectual property rights.
2. The master's thesis should present:
  - 1) description of the procedure aimed at solving the defined research problem,
  - 2) interpretation and discussion of the results obtained,
  - 3) optional: a computer program, a theoretical model or a database analysis proving mastery of the selected research method or other work proving mastery of the selected field.
3. The master's thesis should meet the formal requirements resulting from the Regulations of Studies of the University of Warsaw and the UCBS guidelines, in particular it should include:
  - 1) title page in accordance with the UCBS template, with a title approved by the UCBS Collegium,
  - 2) the title of the thesis in English and its translation into Polish,
  - 3) table of contents and a clear layout of work (division into chapters),
  - 4) abstract in English,
  - 5) keywords in English,
  - 6) a list of literature,
  - 7) drawings, tables and other graphic elements, if any, prepared in an appropriate quality to allow them to be clearly received,

- 8) annexes, if any, containing supporting material.
4. The master's thesis should include:
  - 1) justification of the choice of the issue and positioning the topic of the thesis in a broader perspective of the field to which the thesis relates,
  - 2) description of the research methods and results obtained,
  - 3) summary of the results and their conclusions.
5. The finished master's thesis should be submitted by the student in electronic form – in APD in the form of a PDF file.
6. Along with the master's thesis, the student provides proposals for achievements to be included in the diploma supplement, in English or/in Polish and English.
7. The graduate is obliged to check the correctness of grades and connections in the USOSweb system and to place the master's thesis in the APD no later than 14 calendar days before the scheduled date of the diploma exam. If the Supervisor, the Co-Supervisor of the thesis and the Reviewer declare their willingness to receive the thesis in paper form, the Graduate Student shall hand over the printed copies to the Thesis Supervisor.
8. The Examination Committee is appointed by the KJD upon receipt of the Supervisor's application and upon approval of the topic by the UCBS Collegium. The Diploma Student shall be informed about the date of the diploma examination sufficiently in advance, enabling the obligation to submit a thesis to the APD referred to in paragraph 7.

## § 7

### **Criteria for the evaluation of the diploma thesis**

1. The evaluation of the diploma thesis is prepared in the APD system by all supervisors of the thesis and all reviewers assigned to a given thesis. Each of these persons submits their own review and individual assessment in the APD.
2. Reviews of works are entered directly into the APD system using the applicable review form. It is not acceptable to attach reviews in the form of external PDF files.
3. The supervisor of the diploma thesis is obliged to check the thesis using the anti-plagiarism program, through the APD system, and the approval of the result is made by the supervisor and co-supervisors.
4. The following criteria are taken into account when evaluating the master's thesis:
  - 1) compliance of the content of the work with the topic of the work,
  - 2) correctness of the work arrangement,
  - 3) the degree of achievement of the goal of the work,
  - 4) correctness of the results obtained,
  - 5) novelty of the results obtained,
  - 6) selection and use of literature sources,
  - 7) correctness of the language of work.
5. Reviews of works are prepared in English.

6. The reviewer may call on the Graduate to improve the master's thesis within the deadline specified in agreement with the Thesis Supervisor. In such a case, the Reviewer submits the issues to be corrected to the Graduate in writing and sets a deadline for sending the corrected version of the thesis.
7. If the Reviewer has again negatively assessed the master's thesis, KJD appoints a second Reviewer. In this case, both reviews are taken into account in the evaluation of the work. If the second Reviewer evaluated the work negatively, it cannot be the basis for graduation.
8. The final grade of the master's thesis is the arithmetic average of the grades given by the Reviewer, the Supervisor and Co- Supervisor of the thesis.
9. The Master's thesis may not be allowed to proceed further, despite the positive reviews of the Supervisor, Co-Supervisor and Reviewer, by the Chairman of the Examination Committee, if the thesis does not meet the formal requirements for diploma theses referred to in § 4. In such a case, the Chairman of the Commission withdraws the work from the APD system and sets a new date for the diploma exam (not earlier than in 14 days). Asks the Graduate Student to remove errors, and asks the Reviewer, Supervisor and Co-Supervisor of the thesis to re-evaluate the thesis corrected by the Graduate. The Chairman of the Examination Committee draws up a note describing the reasons for not allowing the work to proceed further. The note is public, is sent to the Reviewer, Supervisor and Co- Supervisor of the thesis, and is archived in the UCBS Student Affairs Secretariat.

## § 8

### **Deadline for making diploma thesis reviews available to students**

1. Reviews of diploma theses are made available to the student no later than 3 calendar days before the date of the master's exam.
2. In the event of failure to meet the deadline referred to in paragraph 1, the KJD shall set a new date for the Master's examination, falling no earlier than 3 days after the student has made the review of the diploma theses available to the student, subject to §48 section 2 of the Study Regulations.
3. At the written request of the student, the KJD may waive the appointment of a new date for the Master's examination referred to in paragraph 2.

## **II. Detailed rules for conducting the diploma exam**

### § 9

#### **Rules for setting up an examination board**

1. The general rules for the establishment of an examination committee are specified in §49 sections 1-3 of the Study Regulations.
2. The KJD may appoint academic teachers to chair examination committees in a given academic year and make a list of these persons public. This does not limit

the KJD's powers to appoint the chairman of the examination committee from among other persons.

3. In justified cases, the KJD may appoint members of the examination committee who do not perform the functions of chairman, supervisor or reviewer.
4. The prerequisite for the appointment of members of the examination board referred to in paragraph 3 may be in particular:
  - 1) involvement in scientific research presented in the master's thesis of persons other than the supervisor,
  - 2) interdisciplinary nature of the master's thesis,
  - 3) retaking the master's exam.
5. The task of the Chairman, the Reviewer and the Thesis Manager is to jointly determine the scope of the diploma exam, including the presentation of the thesis by the student and at least two exam questions, one concerning the thesis and one from the field of study.

## **§ 10**

### **Diploma exam procedure**

1. The aim of the diploma exam is to assess cross-sectional knowledge of issues related to the field of study, to assess the ability to communicate one's own scientific achievements, as well as to verify knowledge related to the subject of the thesis, including the ability to refer to the reviewer's comments.
2. The Master's exam is conducted in the presence of all members of the examination committee.
3. The master's exam can be held remotely or hybridly, with the use of technical devices enabling remote participation of the student, supervisor, reviewer or committee members, with the provision of direct video and sound transmission.
4. The Master's examination is conducted by the chairperson of the examination committee, who gives the floor to the members of the examination committee.
5. The master's exam is conducted in English.
6. During the diploma exam, the student presents a presentation of his/her diploma thesis lasting no more than 10 minutes and answers at least two exam questions. The questions concern: 1) issues in the field of work and 2) issues in the field of study.
  - 1) When evaluating the presentation, the following are taken into account: the method of presenting the research problem, the methods used in the work and the results obtained, as well as the added value resulting from the work. Clarity, conciseness and completeness of the statement are important here.
  - 2) In response to a question about the issues related to the work, it is verified whether the student is able to refer to the allegations made in the review, the independence of the conducted study and the knowledge of the subject matter directly related to the diploma thesis are assessed.
  - 3) The answer given to a question in the field of study verifies general knowledge in relation to the selected subject or resulting from the combination of several subjects.

7. During the student's statement, the members of the committee can ask additional questions, give tips and ask for clarification of the content.
8. After each part of the student's statement, the members of the committee can ask questions and formulate comments on the information presented.
9. The determination of the grade from the master's exam takes place without the presence of the student.
10. The student is informed about the grade from the master's exam immediately after the grade is determined.

## § 11

### **Rules for monitoring the graduation process**

1. The Chairman of the Examination Committee is obliged to read the reviews of the diploma thesis. If there are any shortcomings in the reviews or discrepancies in the ratings, it makes a note. The note is public, it is sent to the supervisor and the reviewer for information. Notes are archived in the UCBS Student Affairs Secretariat.
2. The Chairman of the Examination Committee is obliged to monitor the timeliness of preparing and making available to the Diploma Student the review of the diploma thesis. In the case of reviews prepared on the last day before the diploma examination, the Chairperson prepares a note. Notes are archived in the UCBS Student Affairs Secretariat.
3. The correctness of the diploma examination is supervised by the Chairman of the Examination Committee. In the event of deviations from the procedure or discrepancies in the assessments of the Diploma's answers, the Chairperson prepares a note informing about his/her observations, both positive and negative. The note is signed by all members of the Examination Committee and archived in the UCBS Student Affairs Secretariat.