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Rules of submitting master theses in the academic year 2009/10

The Student submits a master thesis to the Deanery (Dziekanat Wydziału Psychologii) within the time specified by the Council of the Faculty of Psychology, but not later than at the end of the last semester of studies.

The deadline for submitting master theses in the winter semester of the academic year 2009/10 is 28.02.2010.

The thesis may be accepted only when the Student fulfills the below-mentioned criteria and submits the following documents:

- Student's book (Indeks) and recognition card (Karta okresowych osiągnięć) (both with all the signatures required, including the grade for the last semester of the master thesis seminar)
- Master thesis with the following annotation on the title page: "The thesis accepted as the master thesis" with supervisor's signature and the date of acceptance.
- Moreover, following electronic data should be attached to the master thesis:
 - The whole master thesis in the rtf format
 - The raw scores in SPSS or other statistical program together with the legend (description of the variables)
 - Short (up to 200 words) summary of the master thesis including: title of the thesis, name and surname of the author, name and surname of the supervisor, short description of the subject of the thesis, key words (maximum 4).

(CD attached to the master thesis should be in a paper not plastic cover)

While submitting the master thesis the Student receives:

- The card for registration of the settlement with the SWPS (karta obiegowa)
- The form "Evaluation of the master thesis for the Supervisor"
- The form "Evaluation of the master thesis for the Reviewer"

(The two above forms should be delivered to the Supervisor and the Reviewer together with the thesis)

- The form: "Additional information to the part B of the diploma (supplement)" in which the Student lets SWPS know about information that should be listed in the supplement in part VI.1. – "Additional information, including: practica, participation in scientific circles, awards received"
- An application for a copy of the diploma in English.

Requirements to be fulfilled in order to be admitted to the master THESIS exam

(Applies to Students who submit the theses after the last master thesis seminar passed in the winter semester or the summer semester of the academic year 2009/2010)

The Student is admitted to the exam after having fulfilled the following criteria:

- Passed all the courses required in the Program of Studies
- Has all grades properly registered (that means: grades in the student's book and in Wirtualna Uczelnia are compatible)
- Has the grade from the last semester of the master thesis seminar in the Student's book and on the relevant card
- Submitted the card confirming participation in research
- Has a confirmation of the payments on the Card for registration of the settlement with the SWPS

- Submitted all the documents including 5 or 6 identical photographs (45 x 65mm)
- Has the settlement of the studies done and the average of all the grades calculated

Arranging the date for the master thesis exam

In line with the results of studying at Warsaw School of Social Sciences and Humanities (WSSSH) the master thesis exam has to take place not later than 3 months after admitting the Student to the exam.

The date of the master thesis exam is proposed by the supervisor after consultation with the Reviewer and the Student.

The Supervisor informs the Deanery about the probable date of the exam in advance (2 weeks) – it applies only to those students who have the status of “admitted to the master thesis exam”.

After the date of the exam has been confirmed with the Deanery, the Supervisor informs the Student and the Reviewer when the exam is going to be held.

Students are asked to make sure that the date of the master thesis exam was submitted to the Deanery.

Diploma

The diploma is ready to take from the Deanery 30 days after the exam.

Copy of the Diploma in English

Upon Student’s request SWPS may issue a copy of the Diploma in English. The application should be submitted up to 30 days from the date of the master thesis exam.

In the application, the title of the thesis in English should be written (accepted by the Supervisor). Additional (6th) photograph should be attached.

A copy of the Diploma in English requires additional elaboration and is given later than the Diploma in Polish.

Documents which are released by universities and are aimed to legal use abroad are legitimized by the Ministry of Science and Higher Education. For the process of legitimization original documents should be submitted.

Master Thesis Exam

The Master Thesis Exam will proceed in a following way:

1. The reviewer will ask one question directly referring to the subject of master thesis.
2. The President of the Master Thesis Committee will ask the Student to draw two numbers out of 50 questions from the list.
3. After having read both questions the Student will decide which question he/she will answer (that is, the Student has the choice of one out of two drawn questions).
4. After having listened to the Student’s answers the Commission deliberates and informs the Student about the result of the exam.

Master seminar’s change

In the case of a necessity to change the master thesis’s supervisor a Student submits an application to the Dean of the Faculty of Psychology through the applications option - “Podania” [<http://www.swps.edu.pl/podania>]

Attachments required in the case of the above mentioned application are:

- Written permission of the current supervisor
- Written permission of the future supervisor

Supervisors send their opinions and conditions of change to the Deanery: psychwaw@swps.edu.pl

Students are registered for the new master seminar after the Dean’s agreement.

Application for extension of studies

All the Students currently repeating the last semester of the master seminar have a student's status until the end of the repeat session for their mode of studies in the winter semester 2009/10.

If within the time a master thesis will not be submitted a Student can apply for another repetition of the last semester of the master seminar. The application should be directed to the Dean of the Faculty of Psychology [<http://www.swps.edu.pl/podania>]. A written permission of the supervisor is a required attachment to the application. The supervisor should send the permission to the Deanery [psychwaw@swps.edu.pl].

In line with the § 44.1 of the regulations of studying at WSSSH students repeating the last semester of the master seminar are crossed out from the list of students on the last day of the repeat session for their mode of studies in the winter semester 2009/10 in the following cases:

- a. when a Student receives fail mark on the master thesis exam
- b. will not submit the master thesis to the Deanery on time.

In line with § 22.1 of the regulations of studying at WSSSH student can appeal against crossing out from the list of students within 14 days from the day when the decision was made.

Rules of payments in the case of:

- Repeating the last semester of a master seminar
- Repeating all the semesters of a master seminar with a new supervisor
- Re-instating after crossing out of the list of students

are described in the Regulations of Payments (WSSSH Rector's Disposition 9.06.2006 with the later changes)