

**RULES AND REGULATIONS OF GRADUATION IN
THE FIELD OF HISTORY OF ANCIENT
MEDITERRANEAN CIVILIZATIONS**

§ 1

General provisions

The terms used in the present Detailed rules and regulations of graduation shall have the following meaning:

- 1) APD – the Archive of Diploma Theses of the University of Warsaw,
- 2) HTU – the Head of the Teaching and Learning Unit organising studies in a given field,
- 3) TLC - the Teaching and Learning Council to which the field of studies is assigned,
- 4) UW – the University of Warsaw.

§ 2

Rules for selecting the diploma thesis supervisor

1. Research academics of the University of Warsaw, employed at the Faculty of History, who have declared an assignment to the scientific discipline of history, conduct research in the field of ancient history and hold at least a doctoral degree, are authorised to supervise the diploma thesis in the field of studies of History of Ancient Mediterranean Civilizations.

2. The HTU may authorise a research academic from the UW who is employed outside the Faculty of History to supervise the diploma thesis.

3. The TLC may authorise a person who is a holder of at least a doctoral degree and is employed outside the UW to co-supervise the diploma thesis. In such a case, the TLC shall appoint a thesis supervisor from among the staff employed at the Faculty of History.

4. In the event of termination of an academic teacher's employment before the diploma examination process is successfully completed, the HTU, in agreement with the student, shall appoint a new diploma thesis supervisor from among the UW staff. The HTU may authorise an academic teacher whose employment terminated before the graduation process was successfully completed to co-supervise the diploma thesis.

5. A change of the thesis supervisor shall require the approval of the HTU.

6. One diploma thesis supervisor may not supervise more than 5 students of History of Ancient Mediterranean Civilizations at the same time.

§ 3

Rules for selecting the diploma thesis topic

1. The diploma thesis topic shall be determined by the thesis supervisor in agreement with the student. The topic must be consistent with the scientific competences of the thesis supervisor and shall also take into account the scientific interests of the student. The topic of the student's thesis must be selected during the student's first year of studies, by 1 March.

2. Thesis topic

a) may address issues related to written (literary, historiographical, diplomatic (documentary) sources - including in particular epigraphic or papyrological ones), material or numismatic sources,

b) may concern the critical editing of a source text satisfying the workshop requirements of scientific editing.

3. The supervisor shall submit the topic of the student's thesis to the Head of Studies by 1 March.

4. The Study Head shall submit to the HTU the topics of theses prepared in the academic year by the students of the field of studies by 31 March.

5. The HTU shall announce to the TLC and the Faculty Council the topics of the theses prepared in the field of History of Ancient Mediterranean Civilizations in a given academic year by 30 April. The TLC, at the request of the HTU or on its own initiative, may request the thesis supervisor to clarify any doubts regarding the compatibility of the thesis topic with the field learning outcomes in the field of History of Ancient Mediterranean Civilizations.

§ 4

Formal requirements for a diploma thesis

1. A diploma thesis must be written in English.

2. The diploma thesis constitutes an independent research work meeting the standards of scientific work, demonstrating the student's preparedness to conduct scientific research, collect, select and critique sources, critically use the subject literature, formulate research problems independently, analyse and interpret various types of sources, if possible in the original languages with translations into English or at least using specialised terminology from the original languages and applying the

tools of source criticism, demonstrate methodological awareness, produce logical scientific statements, carry out linguistic editing of a scientific text with appropriate citations. The diploma thesis shall include a description of the research purpose of the thesis, position of the thesis topic against the state of research, characteristics of the sources, description of the research methods, description of the results obtained, conclusions and bibliography.

3. If artificial intelligence systems have been used in the course of the thesis preparation, such systems together with the purposes and methods of their use must be described and clearly marked, especially in the introduction or in the research methods section.

§ 5

Responsibilities of a diploma thesis supervisor

The responsibilities of the diploma thesis supervisor include in particular:

1. determining the topic in agreement with the student and discussing the choice of sources and literature;

2. setting a timetable for the implementation of the diploma project and the preparation of the diploma thesis in agreement with the student and overseeing its realisation;

3. in the case of the agreement between the diploma thesis supervisor and the student on the preparation of the diploma thesis with the use of artificial intelligence systems, defining the objectives, scope and ways of using such systems;

4. discussing the outline and the essential formal elements of the thesis;

5. carrying out substantive supervision of the student preparing the diploma thesis and providing feedback on the assessment of the various stages and elements of the student's work.

§ 6

Rules for submitting a diploma thesis

1. The student must submit the diploma thesis no later than 14 days before the scheduled date of the diploma examination. Any shortening of this deadline shall require the approval of the HTU.

2. The final version of the diploma thesis should be submitted by the student: in electronic form – on the Archive of Diploma Theses platform (APD) in the form of a PDF file.

§ 7

Rules for evaluating a diploma thesis

1. When evaluating the thesis, the following criteria shall be taken into account:
 - a) the compliance of the thesis with the topic specified in the title;
 - b) the ability to formulate the purpose of the work and to pose research questions;
 - c) the ability to select literature and sources and the extent to which they are used; the ability of critical assessment of scientific publications;
 - d) the structure of the work (division of the content, order of issues discussed, presence of required formal elements);
 - e) the ability to present the research methods applied and the theoretical inspiration used;
 - f) the ability to conduct source analysis, if possible in the original languages with translations into English or at a minimum using specialised terminology from the original languages;
 - g) conducting logical, structured and coherent reasoning, the ability to provide a summary and to draw conclusions;
 - h) the establishment of the proper source text in the original language and terminological accuracy of the English translation (if the work is editorial in nature);
 - i) the novelty of approach and independence of judgements (optional element, in case of an excellent grade);
 - j) the formal aspect of the work (grammatical and terminological correctness in the use of language, mastery of the technique of writing the scientific work, correctness of the back matter (references, bibliography, etc.)).
2. The diploma thesis shall be assessed by the thesis supervisor and a reviewer.
3. The diploma thesis reviewer may be an academic teacher or a research academic employed at the UW, holding at least a doctoral degree, specialising in a subject or an epoch similar to the thesis topic, who shall be appointed by the HTU. In justified cases, the HTU may appoint a research academic from outside the UW as a reviewer.
4. Diploma thesis reviews must be approved on the APD platform at least three days before the date of the diploma examination. Any shortening of this deadline shall require the approval of the HTU.
5. If the reviewer has established that the thesis does not meet the requirements for the diploma thesis, he/she may request that the student correct the thesis within a time limit specified in agreement with the thesis supervisor by formulating in writing the issues that should be corrected. Once the thesis has been corrected as requested, the

same reviewer shall write a review of the thesis. Failure to correct the thesis in accordance with the reviewer's request by the prescribed time limit shall result in a fail grade.

6. If the reviewer has ultimately assessed the thesis with a fail grade, the HTU shall appoint a second reviewer. If the second reviewer has assessed the thesis with a fail grade, that thesis cannot serve as the basis for the student's graduation.

7. The rules for evaluating a diploma thesis which was prepared by more than one student shall be determined by the TLC on a case-by-case basis.

§ 8

Rules for conducting a diploma examination

1. The examination committee is composed of a supervisor, a reviewer and a chairperson. Only academic teachers from the Faculty of History of the University of Warsaw holding a habilitated doctoral degree are authorised to act as chairperson of the committee. The chairperson of the examination committee shall be responsible for the procedural correctness of the examination.

2. The diploma examination shall be conducted orally. In justified cases (in particular for students with special educational needs) and upon the approval of the HTU, the examination format may be replaced with a written one.

3. The examination shall be held in English.

4. In justified cases, at the request of the student, the examination may be conducted remotely with the approval of the HTU. If the internet connection is interrupted during the examination, it shall be deemed that the examination was not held.

5. The student is required to read the reviews of their work on the APD platform prior to taking the examination.

6. The diploma examination begins with the student providing a summary of their professional accomplishments, lasting no longer than 10 minutes and including a presentation of the content of the thesis. It is permitted to use a multimedia presentation.

7. During the diploma examination, the committee is required to ask the student a minimum of three questions, including at least one concerning the diploma thesis. Questions may be asked by any member of the examination committee. The chairperson may refrain from asking questions in favour of any of the other members of the committee. The questions asked during the examination must be related to the historical period to which the thesis concerns and to the content covered during the course of studies.

§ 9

Rules for monitoring the graduation process

1. The TLC shall appoint a committee to monitor the graduation process.
2. Once a year, the committee shall examine the selected diploma theses and the protocols of the diploma examinations from the previous academic year, as well as information on the dates on which the reviews of the diploma theses shall be made available to the students.
3. The Committee shall prepare a report to the TLC, taking into account, among others, the following issues:
 - a) compliance with the deadline for making the thesis reviews available to students, referred to in § 7, section 4;
 - b) the objectivity, completeness and relevance of the justification of the diploma thesis grades given by the thesis supervisor and the reviewer;
 - c) the reasonableness of differences in diploma thesis grades assigned by the thesis supervisor and the reviewer;
 - d) compliance of the substantive scope and procedure of the diploma examination with the requirements set out in the detailed rules and regulations of the graduation process.
4. Once adopted by the TLC, the report shall be submitted to the HTU and the University Council for Teaching and Learning.