

Dean's Instruction on the organization and course the second-cycle diploma examination

Detailed instructions on the organization and course of the diploma examination at university of the second degree is introduced on the basis of § 39 subpara. 12 of the Regulations of First Studies and Second Degree and uniform Master's degrees at SGH Warsaw School of Economics.

1. The second-cycle diploma examination is held in front of an examination board appointed by the Dean. The board consists of: the Dean of the Master's Study Program or an academic teacher authorized by the Dean with at least a PhD degree - as chairman, promoter (thesis supervisor) and reviewer of the thesis - as members. In special cases, it is permissible for the reviewer to stay replaced by another academic teacher with at least a PhD degree.
2. The diploma examination is oral.
3. The person taking the exam answers three questions. The content of the two questions is related to the directional learning outcomes established for the field of study studies at SGH Warsaw School of Economics. One question concerns the subject of the prepared diploma thesis.
4. Questions related to the directional learning outcomes are randomly selected from among 100 questions prepared by the relevant program committee of the field of study.
5. Lists of questions related to directional learning outcomes, among which questions are drawn during the diploma examination, they are open and publicly available on the website of the Dean's Office of SGH Warsaw School of Economics.
6. The question about the subject of the work is formulated by the reviewer.
7. Answers to each question are assessed separately based on a grading scale applicable at SGH for 1st and 2nd degree studies. Receiving at least one assessment as unsatisfactory means that the exam was not passed. In this case, the assessment the final diploma examination is a fail grade.
8. In the case of failure to pass the exam on the first date or not absence, the student is entitled to a second date of the diploma examination. Result the second date of the exam is final.
9. The rules for justifying absences during the diploma examination are the same with the rules of justifying absences during the examination session. Details are specified in the Dean's Instruction on Principles justifying the student's absence during the exam and the procedure for obtaining additional exam date.
10. After the examination is considered passed, the final grade for the diploma examination is issued.
The grade is computed from sub-grades obtained for answers to each of the three questions according to the following rules
 - in the case of passing the exam on the first date, the final grade for the diploma examination is the arithmetic mean of the grades obtained for answers to each of the three questions.
 - in case of passing the exam on the second date, the final grade for the diploma examination is the arithmetic mean of the marks for both terms.
 - averages are rounded to the nearest hundredths.

Other issues related to the diploma examination as well as the rules and conditions of graduation studies are governed by Rules And Regulations of Studying in First and Second Cycle Programmes at SGH Warsaw School of Economics.

The instruction comes into force on September 30, 2021.

Dorota Niedziółka Dean of the Master's Studies