

**RESOLUTION No. 6
OF THE TEACHING AND LEARNING COUNCIL
in Psychology and Applied Animal Psychology studies**

dated 8 May 2020

on detailed rules and regulations for the graduation procedure in Psychology studies

Pursuant to the provisions of § 68, section 2 of the Statute of the University of Warsaw (Monitor UW of 2019, item 190), the Teaching and Learning Council hereby resolves as follows:

§ 1

Rules and procedures for selecting the Master's thesis supervisor

1. Before the beginning of the fourth year of studies, a student chooses a supervisor from among all eligible academic teachers employed at the Faculty of Psychology.
2. The selected teacher confirms that the student has been accepted for supervision by enrolling him/her in their Master's seminar group.
3. The Master's seminar supervisor is responsible for supervising the master theses of all students enrolled in the seminar group.
4. The Master's seminar group should have six students. Groups comprising fewer students are permitted, although in such an event the supervisor is assigned a number of teaching hours proportional to the number of students.
5. Part-time students are enrolled in a different Master's seminar group than full-time students.
6. An academic teacher may supervise a maximum of 12 Master's seminar students in a single year, with at least half of the places being reserved for part-time students.
7. If a student does not reach an agreement with any academic teacher on supervising their Master's thesis before the beginning of the academic year, his/her thesis supervisor will be appointed by the Head of the Teaching Unit.
8. At the request of either a student or thesis supervisor, the Teaching and Learning Council may authorise a person from outside the University to co-supervise the thesis.

§ 2

Rules and procedures for the selection and approval of Master's thesis topics

1. The thesis topic is finalised by the thesis supervisor before the end of the first semester of the seminar at the latest. This topic should be declared on each semester academic record of a student attending the Master's seminar.
2. The topic of the Master's thesis should be related to a scientific area in which the thesis supervisor has at least one creditable publication or otherwise certified research experience.
3. The scientific area referred to in section 2 should be included in the syllabus of the Master's seminar.
4. The syllabus for the Master's seminar is submitted or updated prior to the start of registration for winter semester classes.
5. An academic teacher with a doctoral degree who has not previously conducted a Master's seminar may establish a seminar group after obtaining a positive opinion from the Teaching and Learning Council for their presented draft syllabus.
6. The Teaching and Learning Council systematically monitors the topics of the Master's theses.
7. A negative opinion of the Teaching and Learning Council regarding the topic of the thesis establishes an obligation on the thesis supervisor to amend the topic.

§ 3

Content requirements for the Master's thesis

1. It is recommended that the thesis be empirical in nature.
2. The Master's thesis is intended to represent a student's own independent research.
3. The Master's thesis shall demonstrate students' ability to plan and conduct research independently.
4. The Master's thesis shall explore the area outlined in specific research questions or shall aim to verify the research hypotheses; Additionally, it shall meet at least one of the following requirements:
 - 1) the survey scheme takes into account a minimum of 3 variables;
 - 2) measuring equipment is used;
 - 3) the results of two conducted research topics shall be discussed;
 - 4) a very large sample size (more than 150 people) justified by the purpose of the study;
 - 5) a framework typical of qualitative research is applied and the dissertation includes a detailed description of the research approach and the rationale for its choice, the research subject and unit of analysis, the choice of population sample, the method of data collection and analysis and the practical and cognitive significance of the research.

6. Data collection should be carried out using tools or methods recognised in the psychology discipline.
7. It is recommended that multivariate statistical analyses are used where possible, e.g.: mediation analysis, moderation analysis, path analysis.
8. The theoretical part of the thesis should include a description of the theoretical context providing the background for the research questions or a set of premises for the hypotheses formulated. The theoretical part should reflect the different positions present in the literature.
9. The empirical part should describe the selection of indicators and present the research procedure in such a way that it can be replicated by an independent team. The results of measurements and observations should be analysed using advanced methods adapted to the specific phenomena under study.
10. The summary section should include a record of deductive reasoning leading to the verification of hypotheses or inductive reasoning leading to the formulation of hypotheses.

§ 4

Formal requirements for the Master's thesis

1. General requirements

- 1) The length of the Master's thesis should be between 30-70 pages (including title page and list of cited literature) of standard typescript (approximately 1800-2000 characters per page, double line spacing, Times New Roman, Arial or Courier font, 12 pt.).
- 2) The Master's thesis for studies conducted in Polish may be prepared in Polish or in English, and for studies conducted in English, the thesis must be written in English.
- 3) It is recommended that the thesis, written in Polish, should be prepared in accordance with the editorial standards described in the paper by Harasimczuk, J., Ciecuch, J. (2012). Basic editorial standards of scientific psychological texts in Polish based on the APA rules. Warsaw: LiberiLibri. A thesis written in English should be prepared in accordance with the current APA editorial standards.
- 4) The Master's thesis should consist of the following elements: title page, abstract, table of contents, theoretical introduction, description of the procedure and research methods used, results, discussion of results and conclusions, list of cited literature and appendices.

2. Detailed requirements:

- 1) The title of the Master's thesis should succinctly state the core problem of the thesis, the variables and/or theoretical problems of the thesis, and the links that exist between them.

- 2) The first three pages of the thesis (including the title page) shall be prepared according to the guidelines published in the Ordinance of the Rector of the University of Warsaw dated 18 May 2006 and according to the template available of the website of the Faculty of Psychology of the University of Warsaw.
 - 3) The abstract should be no longer than 100-200 words and provide a concise summary of the content of the text.
 - 4) Appendices to the thesis should include, but not be limited to:
 - a) unpublished techniques applied in the research(e.g. copies of questionnaires, results of coding sheets, etc.);
 - b) description or presentation of experimental stimuli;
 - c) summaries of the results obtained, e.g. descriptive statistics of variables, correlation matrices, etc.;
 - d) interview transcripts.
3. Conditions to be fulfilled by a scientific article in order to be recognised as a Master's thesis at the Faculty of Psychology of the University of Warsaw
- 1) A research paper to be considered for a Master's thesis in the Faculty of Psychology should be empirical in nature;
 - 2) The article should meet the substantive requirements for a Master's thesis as referred to in §3.
 - 3) The article must be prepared by a student independently, or co-authored as the first author, whereby the student's workload must include preparing and carrying out the research described in the article, carrying out statistical analyses independently and drafting the text (i.e. a student's individual workload should exceed 60% of the total);
 - 4) The article must be published in a peer-reviewed scientific journal awarded a minimum of 70 points in the list of scientific journals published by the Minister of Education and Science.
 - 5) An application for recognition of a published scientific article as a Master's thesis should be submitted by a student within the deadline provided by the study rules and regulations at the Faculty of Psychology for the submission of Master's theses. The application should be accompanied by a statement from the other co-authors of the article, if any, clearly stating their contribution to the text.

§ 5

Tasks of the academic teacher conducting the Master's seminar and supervising the Master's thesis

1. Prior to the start of course registration, the Master's seminar academic teacher shall update the course syllabus in the electronic system. The syllabus should include, among other things, the dates of group meetings.
2. The seminar academic teacher shall schedule meetings with the group at least once every fortnight. Attendance at meetings is mandatory and is one of the requirements for obtaining academic credits for the seminar.
3. The Master's seminar includes 45 hours of each group per semester.
4. The seminar academic teacher is required to complete a duty clearance report for each Master's seminar student in his/her group, at the end of each semester. A Master's seminar student files with the Student Section a student academic record signed by the seminar academic teacher, no later than the last day of grading for the given semester.
5. The sample protocol referred to in section 4 shall be prepared by the Teaching and Learning Council and made available before the beginning of each academic year on the website of the Student Section.
6. The minimum requirements to obtain credit for each semester of the Master's seminar are as follows:
 - 1) Semester I - formulation of the research problem together with the theoretical context and a list of a literature bibliography relevant to the topic of the thesis;
 - 2) Semester II - preparation of a detailed research plan;
 - 3) Semester III - carrying out research related to the topic of the thesis;
 - 4) Semester IV - presentation of research results, preparation of the final thesis and its submission.

§ 6

Master's thesis reviews and assessment

1. The review and grade of the thesis is given by the thesis supervisor.
2. An independent review and assessment is also provided by a thesis reviewer appointed by the Head of the Teaching Unit.
3. Criteria for the evaluation of the thesis:
 - 1) the extent to which the content of the thesis corresponds to the topic set out in the title;
 - 2) formal criteria - content of the abstract; correctness of formatting of titles, tables and figures; correctness of citation of sources and list of bibliographies; stylistic correctness of the language of the paper;

- 3) substantive criteria for the theoretical part - the completeness of the research premise; the selection of the theoretical strands presented; the adequacy of the sources cited; the way in which the hypotheses are formulated; the originality and importance of the research problem;
 - 4) substantive criteria for the empirical part - the correctness of the operationalisation of the hypotheses; the way in which the study procedure, indicators and measurement tools or methods are described; the adequacy of the statistical analyses used; the clarity of the description of the results;
 - 5) substantive criteria for the discussion of results - the correctness of the interpretation of the results; the logic of the references to the hypotheses formulated and the relevant theoretical strands; the adequacy of the limitations of the study indicated; 6) the extent to which the thesis represents a novel approach.
4. Thesis reviews are entered into the electronic system and made available to a student no later than 5 days before the scheduled date of the diploma examination.
 5. In the field of psychology, studies in English (WISP), reviews are formulated in English.

§ 7

Detailed rules for the diploma examination

1. The diploma examination shall be conducted by an examination board appointed by the Head of the Teaching Unit, consisting of a chairperson authorised by the Head, the thesis tutor, and the reviewer.
2. A thesis co-supervisor is entitled to participate in the examination board, with the right to ask questions.
3. The Master's examination may take the form of a public defence. This is decided by the Head of the Teaching Unit following the joint request of a student and the supervisor.
4. The Master's examination shall be conducted orally. In justified cases, it is permissible to conduct the Master's examination by means of electronic communication. This shall be determined by the Head of the Teaching Unit.
5. An integral part of the examination is a short oral presentation of the key elements of the thesis - the basic hypotheses, the conduct of the study and the results obtained.
6. Criteria for evaluating the presentation:
 - 1) selection of content;

- 2) logic of the argumentation;
 - 3) clarity of presentation of the measurement procedure and methods;
 - 4) transparency in the presentation of the survey results; 5) the thoroughness of the conclusions.
7. The presentation of the dissertation is made orally in the form of a summary of academic accomplishment, without the use of technical aids (computer, telephone, etc.) and should not last longer than 10 minutes.
 8. During the Master's examination, a student is asked a question by each member of the examination board.
 9. The questions formulated by the thesis supervisor and the reviewer should be related to the topic of the thesis, but may refer to the perspective of other theoretical approaches or to the broader psychological context.
 10. The question presented by the chairperson of the examination board is drawn by a student from a pool covering topics within the syllabuses of the obligatory courses which culminate in the examination.
 11. A student can draw two questions from the pool and is then required to answer one of them.
 12. The pool of examination questions referred to in section 10, of up to 100 items, shall be made available to a students of the course concerned before the start of the academic year.
 13. The final grade for the Master's examination is determined as the arithmetic mean of the grades given for the answers to all questions and the grade for the presentation.
 14. The examination board may give a fail grade for an examination if at least one element of the examination is assessed as a fail, however, a fail grade for the presentation part of the examination or for the answer to the examination board chairperson's question will automatically result in a fail grade for the examination as a whole.
 15. A student who has not passed the Master's examination is obliged to repeat the full examination on the date set by the Head of the Teaching Unit.
 16. If an examination is retaken, the result taken into account in calculating the final study average grade is the arithmetic mean of the results of both examinations.
 17. A report of the final examination shall be drawn up and signed by the members of the examination board.

§ 8

Detailed rules for monitoring the graduation process

1. During the winter semester, the Teaching and Learning Council shall analyse the reviews of Master's theses as well as examination questions and grades for the examinations carried out during the previous academic year
2. The assessment of reviews shall comprise both technical and substantive elements, in particular:
 - 1) the timeliness of making the review available to the Master's student;
 - 2) the factual accuracy, completeness and relevance of reviews and grades;
 - 3) convergence of reviews with grades.
3. Reviews are examined in detail where the supervisor has given a grade that differs by more than 1 grade from that of the designated reviewer.
4. The Teaching and Learning Council analyses the questions asked to the Master's students during the Master's examination, taking account of, among other things:
 - 1) the relationship of the question to the broad area of the thesis;
 - 2) relating the question to empirical research and established theories;
 - 3) the content scope of the question.
5. On the basis of the above analyses, the Teaching and Learning Council prepares a report containing a summary of the most common defects and good practices, as well as conclusions and recommendations on how to prepare reviews and formulate examination questions.
6. The report mentioned in section 5 is delivered to the Head of the Teaching Unit and to the University Council for Teaching and Learning, and is also published on the Faculty Psychology website before the conclusion of the winter semester.

§ 9

The resolution shall enter into force on the date of adoption and shall apply from 1 October 2020.

Chairperson of the Teaching and Learning Council *A. Rynkiewicz*