

In the 2019/20 academic year, final year students preparing their thesis are required to comply with the provisions of the Jagiellonian University Regulations, effective from 01.10.2019.

OPENING OF THE WORK ARCHIVE SYSTEM (AP)

The student, after obtaining the approval of the supervisor, is obliged to provide the secretariat by 30 April of the last academic year as part of the course of study information on the thesis:

- title of the diploma thesis
- name of the author of the work
- promoter and reviewer name

UPLOADS TO AP SYSTEM

The thesis for final approval by the supervisor should be uploaded to the AP system at least two weeks before the planned defense date, however not later than by 15 September of the last academic year as part of the studies.

ARCHIVING WORK

- log in to the Thesis Archives (AP) UJ under the following URL website at https://www.ap.uj.edu.pl/?_s=1 (login and password the same for USOS)
 - fill out the form includes details on the thesis: topic, keywords, summary in Polish, English and possibly in the language of the thesis
 - upload to the AP system the final and approved by the supervisor digital version of the thesis in the PDF format (file size should not exceed 15MB) with any attachments, which should be compressed into a single file (ZIP, RAR, 7Z) with the file size not exceeding 200MB
 - should there be a need for a larger file with attachments it's required to contact University's Archive
 - To obtain permission to update the file uploaded to the AP server please contact with Supervisor. The Supervisor will make it possible for the student to reload their work to the AP System
- The diploma dissertation uploaded to the AP system is automatically verified by the JSA System

Instructions for uploading into the AP system can be found at:

<http://usosownia.uj.edu.pl/ap>.

A student whose work has been approved by the supervisor and reviewed will be admitted to the diploma examination, i.e. it has the status of "5-work ready to defend" in the AP system.

IV. DOCUMENTS

Submit all required documents to the secretariat 7 calendar days before the planned date of defense, but not later than by 30 September, you must submit:

1. signed copyright declaration generated from the AP system

2. application for copies of documents certifying the completion of university studies (<https://econ.uj.edu.pl/studenci/obrony>)
3. confirmation of payment of the diploma and supplement fees
4. in accordance with the applicable specimens of graduation diplomas, from 1 October 2019 a graduate of the Jagiellonian University receives a diploma without photographs.
5. the student is obliged to submit the diploma thesis only in an electronic version

Failure to submit documents within the deadline will result in disqualification from the diploma examination.

WARNING!

IN CONNECTION WITH THE PREVENTION, COUNTERACTION AND COMBATING OF COVID-19, SCAN DOCUMENTS SHOULD BE SENT BY AN ELECTRONIC MAIL AT DOMAIN @student.uj.edu.pl / @uj.edu.pl

To take the exam using the MS Teams platform, you must have an email account in the student.uj.edu.pl or doctoral.uj.edu.pl domain. In the absence of an appropriate address, one should apply for it or if the student already has an account in the domain usosweb.uj.edu.pl, it is necessary to migrate the account to the domain student.uj.edu.pl in advance (at least 72h before the date of the exam). or doctoral.uj.edu.pl.

V. BEFORE DEFENSE

The student before defense is obliged to:

1. check if it has all ZAL (pass) in the USOSweb system
2. settle all financial obligations towards the Jagiellonian University
3. close all accounts in the Jagiellonian University Libraries and laboratories
4. a graduate of master's studies is obliged to provide the secretariat with a student ID card for annulment

VI. DIPLOMA FEE

The graduate receives a diploma with a supplement and their copies within 30 days of graduation.

1. A graduate who started his studies before the 2019/2020 academic year receives:
 - diploma and supplement with two copies in Polish - 60 PLN
 - upon request - a copy of the diploma and the supplement in English - PLN 40
2. A graduate who started or resumed studies from the 2019/2020 academic year receives:
 - diploma and supplement together with two copies in Polish or - depending on the application submitted - a diploma and a supplement and one copy thereof in Polish and one copy in English - free of charge;
 - upon application - a copy of the diploma and / or a copy of the supplement in English - a fee of PLN 20 is payable for each copy.

Detailed information on the amount and rules of collecting fees for diplomas can be found in Circular Letter No. 4 of the Rector of the Jagiellonian University of December 4, 2019.

ARRANGEMENTS

Detailed rules for submitting diploma theses are specified by the Rector by way of an ordinance. Currently:

[Zarządzenie nr 20 Rektora Uniwersytetu Jagiellońskiego z 18 lutego 2019 roku w sprawie: elektronicznego archiwizowania prac dyplomowych licencjackich i magisterskich w Archiwum Prac](#)

and

[Zarządzenie nr 24 Rektora Uniwersytetu Jagiellońskiego z 27 lutego 2019 roku w sprawie: zmiany zarządzenia nr 20 Rektora Uniwersytetu Jagiellońskiego z 18 lutego 2019 roku w sprawie elektronicznego archiwizowania prac dyplomowych licencjackich i magisterskich w Archiwum Prac.](#)