



START – Submit to the office (via mail) the approved title of your finished graduate thesis, as well as the names of your supervisor and thesis reviewer to obtain access to the AP service**:
until 15.05 2019

The student uploads their diploma dissertation to the AP system for the supervisor's final approval no later than two weeks before the end of the academic year i.e., **15.09.2019 r.**

- Log in to the Thesis Archive (AP) under the following URL <http://www.apd.uj.edu.pl> (login and password the same as for USOS)
- Fill out the form that includes detailed information on the thesis: topic, key words, and summary in Polish, English and if applicable the language in which it is written
- Upload to the system the final and approved by the supervisor digital version of thesis in the PDF format, saved as a single file with potential attachments. The attachments 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 the University's Archive. The diploma dissertation uploaded to the APD system is automatically verified by the Open Anti-Plagiarism System (Otwartym Systemie Antyplagiatowym „OSA”)
- Use the AP account to fill out, print out, and sign the copyright declaration form

Use the USOSweb system (all students/graduates) to fill out, print out and sign the form for the graduates of the Jagiellonian University

Do you want a translated transcript? Per student request, the University can issue additional transcript (in any number) translated into the following languages:
English, German, French, Spanish and Russian

Yes

No

Submit physical photos for the diploma (65mm x 45mm) in the number of **5+x** (where **x** stands for the number of requested transcripts translated into other languages) on the back of the print write the following information using a marker or a pencil: student's name and last name, date of birth

Submit 5 physical photos for the diploma (65mmx45mm)***with the following information written on the back of the print with a marker or a pencil: student's name and last name, date of birth

Send a payment in the amount of 60 zł for the diploma to the same account used for the tuition, ID card, repeated courses, and student's record book + 40 for every requested transcript translated into another language e.g.:
- 100 zł: the diploma in Polish and one transcript in another language
- 140 zł: the diploma in Polish and two transcripts in another language

Send a payment in the amount of 60 zł for the diploma to the same account used for the tuition, ID card, repeated courses, and student's record book

To order your translated transcript, fill out the form that you can access via The Institute website on the Thesis Defense web page
<http://www.econ.uj.edu.pl/documents/1090224/4e916731-2d39-43be-aeef-740d8722c02c>

Submit all required documents to the registrar's office – no later than 7 calendar days prior to the scheduled final exam date

- Copyright declaration form
- Photos
- The Jagiellonian University Graduates form
- Proof of payment for the diploma
- The request for a translated transcript (only if you wish to receive the diploma in a foreign language)

Yes

No

Has the content of your thesis changed since uploading in the AP and getting the supervisor's approval?

To obtain permission to update the file uploaded to the AP server please contact the SUPERVISOR*
The supervisor will make it possible for the student to reload their work to the AP system.

Reload of the thesis file to AP system

THE END – awaiting for final exam

IMPORTANT! FOR GRADUATE STUDENTS – THE STUDENT ID CARD NEEDS TO BE RETURNED ON THE DAY OF THESIS DEFENSE THE LATEST

*in accordance with the Jagiellonian University's Rector's regulation no 33 from May 4, 2018 and MNiSW regulation from September 14, 2011 standardizing the documentation of the course of studies

** access to the APD services within two business days from submitting the topic of the thesis