

In the 2023/24 academic year, final year students preparing their dissertations are required to comply with the provisions of [the Jagiellonian University Regulations](#), effective from 01.10.2022.

## I. OPENING OF THE WORK ARCHIVE SYSTEM (AP)

The student, after obtaining the approval of the supervisor, is obliged to provide the secretariat **by 20th of 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 data

## II. INTRODUCTION TO WORK

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

## III. ARCHIVING WORK

- log in to the Jagiellonian University Archives (AP) website at [https://www.ap.uj.edu.pl/?\\_s=1](https://www.ap.uj.edu.pl/?_s=1) (login and password as for USOS)
- complete the form containing detailed data on the thesis: subject, keywords, summary in Polish, English and possibly in the language of the thesis
- approve the declaration of independence and originality prepared work and that it does not contain information subject to protection under provisions on the protection of classified information
- upload the work to the AP system in the form of an integrated PDF file (the file size should not exceed 15MB) along with any attachments that should be sent as one archive file (ZIP, RAR, 7Z), and the size of each of the files sent should not exceed 200MB □ if you need to enter a larger size attachment, please contact the Jagiellonian University Archives
- possible file changes can be made after the promoter has unlocked the possibility of re-entering the work into the AP system
- the work entered by the student into the AP system is automatically verified in the JSA system

**Instructions for entering data into the AP system can be found at:** [USOSOWNIA - Instruction for students](#)

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

## IV. DOCUMENTS

**At the secretariat at least 7 calendar days before the planned date of defense, but not later than by 30 September, you must submit:**

1. request for copies of documents certifying the completion of higher education (<https://econ.uj.edu.pl/bfm-info/thesis-defence>)

2. confirmation of payment of the diploma and supplement fees
3. a statement on the use/non-use of forms of support implemented at the UJ as part of projects co-financed by the European Union.
4. declaration of compliance with all obligations resulting from the regulations selected forms of support implemented at the Jagiellonian University as part of projects co-financed by the European Union, in which the student participated, in particular, on providing documents and submitting required declarations above regulations, confirmed by the competent administration unit university-wide of the Jagiellonian University - if the student used the above-mentioned forms of support.

According to the applicable models of graduation diplomas, from October 1, 2019, a Jagiellonian University graduate receives a diploma without photography.

The student is obliged to submit the diploma dissertation only in the electronic version.

**Failure to submit the documents on time will result in the inadmissibility the diploma examination.**

## V. BEFORE DEFENSE

The student before defense is obliged to:

1. check if it has all entries in the USOSweb system
2. settle all financial obligations towards the Jagiellonian University
3. close all accounts in the Jagiellonian University Libraries and laboratories

## 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 application - a copy of the diploma and the supplement in English - 40 PLN
2. A graduate who started or resumed studies from the academic year 2019/2020 receives:
  - diploma and supplement together with two copies in Polish or - depending on the application submitted - a diploma and supplement as well as one copy thereof in Polish and one copy in English - free of charge;
  - upon request - a copy of the diploma and / or a copy of the supplement in the English language - 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 30, 2020](#).

## VII. ARRANGEMENTS

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

**Currently:**

- [Zarządzenie nr 3 Rektora Uniwersytetu Jagiellońskiego dnia 11 stycznia 2021 roku w sprawie: dokumentów wymaganych do dopuszczenia studenta do egzaminu dyplomowego](#)

- [Zarządzenie nr 105 Rektora Uniwersytetu Jagiellońskiego z dnia 30 września 2020 roku w sprawie: organizacji egzaminów dyplomowych przy użyciu środków komunikacji elektronicznej](#)
- [Zarządzenie nr 83 Rektora Uniwersytetu Jagiellońskiego z 28 lipca 2020 roku w sprawie: elektronicznego archiwizowania prac dyplomowych licencjackich i magisterskich w Archiwum Prac](#)
- [Zarządzenia nr 107 Rektora Uniwersytetu Jagiellońskiego z 12 grudnia 2019 roku w sprawie elektronicznej legitymacji studenckiej wydawanej przez UJ](#)
- [Regulation for first-cycle, second-cycle and long-cycle study programmes](#)