

ATTACHMENT 2

1. List of required files

Students are expected to upload a total of 5 files:

- theoretical thesis (scanned copies are not allowed), file format: PDF maximum size of the file: 20 MB;
- documentation of the practical part of the diploma work, file format: PDF/ MP4 (if the practical part of the work is a video), maximum size of the file: 400 MB;
- description of theoretical thesis (scanned copies are not allowed), file format: PDF. The description should contain the title of the diploma thesis, an abstract (max 700 signs) and key words (max 5 words). File name: „Theoretical Work Description“;
- description of practical work (scanned copies are not allowed), file format: PDF. The description should contain title of diploma work, an abstract (max 700 signs) and key words (max 5 words). File name „Practical Work Description“;
- portfolio, file format: PDF, maximum size: 50 MB. The portfolio should consist of works created throughout the course of studies.

Apart from uploading files specified above to the Akademos system, students are also obliged to submit the theoretical thesis to the anti-plagiarism system, which will be the last step of the uploading process.

Failing to submit the file in a correct way may prolong the anti-plagiarism procedure. The size of photographs/schemes/charts should be reduced before placing them in the diploma work in order to reduce the overall size of the file (one graphic file should not exceed 100 KB).

2. Stylesheet for the description of the theoretical thesis and practical work

Font: Arial

Size: 12

Line spacing: 1.5

Example:

Title in English

Abstract in English:

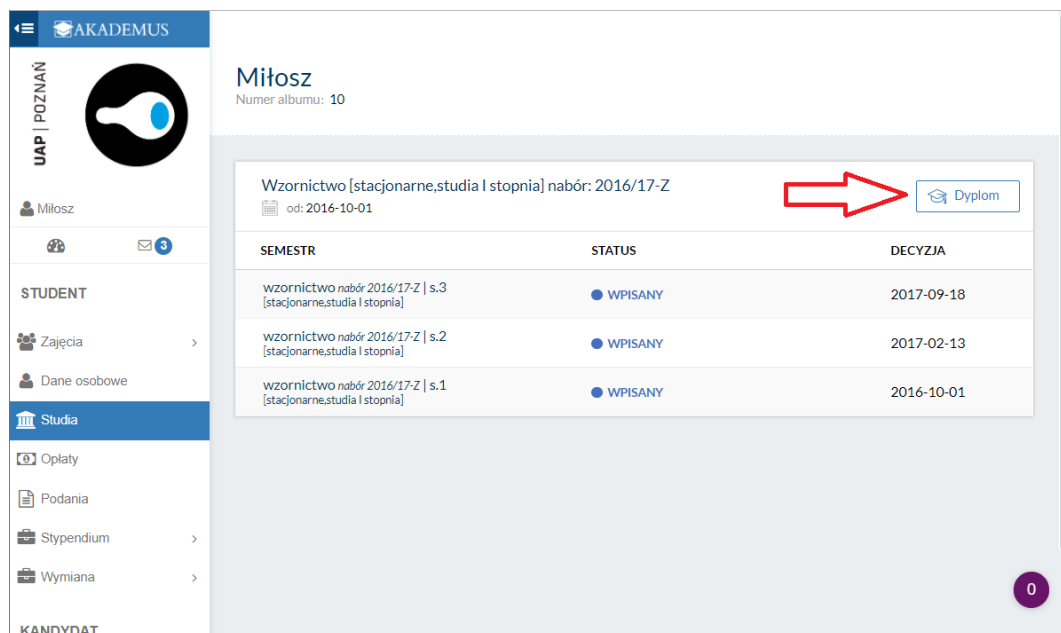
Xxxx xxxx xxx xxxxx xxxx

Key Words

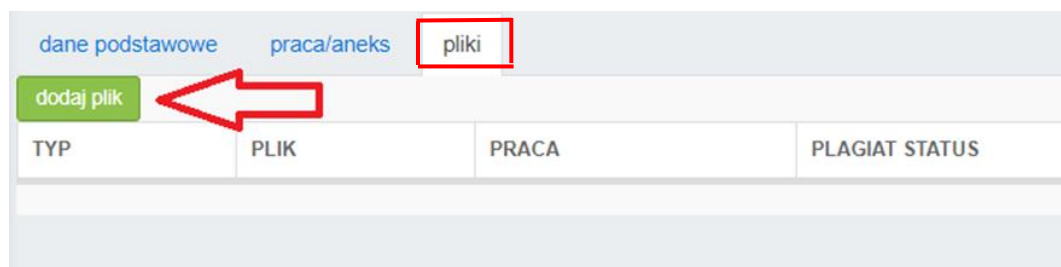
xxxxx, xxxx, xxxxxxxx, xxxxxx, xxxxx

Uploading files to the system

- 1) Log in to the Akademos system <https://uap.akademos.pl>
- 2) Choose „Studies” from the menu on the left and click the „Dyplom” icon as marked on the image below:



- 3) Next page allows you to upload the files, by clicking the green icon „dodaj plik” as marked at the image below:



You are obliged to upload PDF file with theoretical thesis, PDF file with practical work documentation, PDF file with thesis description, PDF file with practical work description and portfolio.

- 4) To upload theoretical thesis, choose „praca teoretyczna” on the drop-down menu „PRACA”,
„TYP” – praca PDF
„NAZWA” – title of your thesis
„PLIK” – choose a file from your computer

Click „ZAPISZ” to save , click „ANULUJ” to quit

- 5) To upload practical work documentation, choose „praca praktyczna” on the drop-down menu
„PRACA”,
„TYP” – praca PDF
„NAZWA” – title of your practical work
„PLIK” – choose a file from your computer

Click „ZAPISZ” to save , click „ANULUJ” to quit

Dodaj

Dane

PRACA:
praca teoretyczna |

TYP: *
Praca PDF

NAZWA:
Temat pracy teoretycznej

PLIK: *
Wybierz plik Wymagania.docx

zapisz anuluj

- 6) After uploading your files, your **theoretical thesis** must be submitted to anti-plagiarism system:

dane podstawowe praca/aneks pliki

dodaj plik

TYP	PLIK	PRACA	PLAGIAT STATUS
Praca PDF	dokumentacja pracy praktycznej	praca praktyczna temat testowej pracy praktycznej	
Praca PDF	Temat pracy teoretycznej	praca teoretyczna temat testowej pracy teoretycznej	

edytuj
usuń
pobierz
zatwierdź pracę do systemu plagiatowego

Choose „edytuj” on the drop-down menu of your thesis to replace the file.

Choose „usuń” to delete the file.

Choose „pobierz” to download the file.

Choose „**zatwierdź pracę do systemu plagiatowego**” to send it to the Polish Repository of Written Diploma Works to be checked by the anti-plagiarism.

After sending your file to the anti-plagiarism, you cannot change or replace your thesis file.

After successfully uploading your thesis to the anti-plagiarism system the status of your submission will change to „**Analiza zakończona**”

After the file has been processed by the anti-plagiarism system successfully, the status of your submission will change to „**Analiza pozytywna**”. Then you can print your thesis and deliver to the International Office *attachment #4 – promoters declaration*.