

DIPLOMA PROCEDURE

1. Diploma defence period: **31 May – 18 June 2021.**

2. Venues: diploma defences will be held online via Google Meet. The exact date and time of the diploma examination will be specified by the Dean in accordance with the schedule of diploma defences.

3. Conditions for being admitted to take the diploma examination:

a) completing all requirements included in the study plan;

- obtaining all credits for the diploma semester;

- attending the workshop and completing traineeship (if included in the study plan);

b) a positive evaluation of the diploma work by the Promoter and the Supervisor of the thesis;

c) submitting the written declaration regarding the diploma defence **/Attachment 1/** signed by the Promoter and the Supervisor by 16 April 2021;

According to *Study Rules and Regulations*, the Reviewer will be appointed by the Dean;

d) specifying the title of the diploma work. The titles of the practical and the theoretical part should be the same. The title can be extended after full stop (.);

e) uploading to the Akademus system the theoretical part (thesis) of the diploma work to have it analysed by the anti-plagiarism system **/Attachment 2/** by 10 May 2021;

f) uploading the documentation of the practical part of the diploma work and the portfolio to the Akademus system within the deadline of 10 May 2021. Files can be altered no later than 4 days before the diploma examination;

g) submitting one printed copy of the theoretical part of the diploma work signed by the Supervisor to the International Office two weeks before the diploma examination

- templates of title pages **/Attachment 6a and 6B/**

h) Declaration **/Attachment 3/** should be bound together with the theoretical part of the diploma work, however, it should not be included in its digital versions (requirement of the anti-plagiarism system);

Students should submit one printed copy of the theoretical part of the diploma work (thesis) directly to the Reviewer.

i) submitting to International Office the original version of the declaration on the correct uploading of the documentation of practical part of diploma work signed by the Promoter **/Attachment 5/**

j) submitting to International student's declaration **/Attachment 4/**.

4. The scope of Bachelor's degree diploma work:

a) creating and presenting a practical work connected with the student's major;

b) preparing and delivering a theoretical work that describes the idea behind the practical part of the work, sources of inspiration, conclusions as well as footnotes and illustrations;

c) creating a portfolio consisting of student's works documenting the course of their studies. The portfolio should be prepared in PDF format and should not exceed 50 MB. It should be uploaded to the Akademus system by 10 May 2021.

5. The scope of Master's degree diploma work:

- a) creating and presenting a practical work connected with the student's major;
- b) preparing and delivering a theoretical work demonstrating the student's ability to independently analyze and draw conclusions;
- c) creating a portfolio consisting of student's works documenting the course of their studies. The portfolio should be prepared in PDF format and should not exceed 50 MB. It should be uploaded to the Akademus system by 10 May 2021.

6. In addition to the practical work connected with the degree programme, students have the right to present during the diploma exam an annex showing their achievements in other fields of art. To presenting it, students are obliged to receive permission of the Dean and the teacher that supervised the creation of works that constitute the annex. The annex is of a supplementary nature and will be included only in the supplement to the diploma – no extra ECTS credits or grades will be granted for it.

7. Students are obliged to deliver to the International Office a written information regarding the diploma defence addressed to the Dean of the Faculty by 16 April 2021. **/Attachement 1/**. It should be signed by both the Promoter and the Supervisor.

Failing to meet this requirement will mean that the student has resigned from defending the diploma work in the current academic year.

Within the same deadline, student should provide information regarding the location of the defence. The specific time of the defence will be given by the Dean.

Students that fail; to take the exam in the time specified by the Dean or fail to submit the diploma work on time, will be expelled by the Dean.

They will have a to re-take the diploma examination, provided that they receive permission to resume their studies. Such procedure is connected with a fee specified by the Ordinance of the Rector.

8. Diploma collection.

To collect the diploma, student are obliged to:

- deliver to the International Office a proof of payment for the diploma fee – PLN 60, paid to the following bank account:

Bank account holder: Uniwersytet Artystyczny w Poznaniu

Address: Al. Karola Marcinkowskiego 29, 60–967 Poznan, Poland

Account number: 93 1020 4027 0000 1402 1425 6590

Only BA graduates will be charged with the diploma fee.

- return their student cards (to the International Office, applies only for MA students).

The University will issue the diploma within 30 days form the defence.