

## Attachment 2

### 1. Uploading files to Akademus – a Manual for Students

Due to size limits for specific file types, please pay special attention to setting the right type of the uploaded file (as indicated in the table below - file types do not always match their extensions).

Number of files and file types
<p>You are obliged to upload 4 or 5 files (depending on your degree programme):</p> <ul style="list-style-type: none"><li>• <b>Thesis</b>, file format: PDF (not a scanned copy), maximum size: 20 MB, type: <u>Praca PDF</u> – this file will be analysed by the anti-plagiarism system</li><li>• <b>Documentation of the practical part of the diploma work</b>, file format: PDF maximum size: 400 MB, type: <u>Inny plik</u> – and/or if the practical part of the diploma work is a video file - MP4 – maximum size: 400 MB, type: <u>Plik video</u></li><li>• <b>Thesis description</b>, file format: PDF (not a scanned copy), content: title, abstract (maximum length: 700 characters) and keywords (a maximum of 5 keywords). File name – a maximum of 260 characters, maximum size: 20 MB, type: <u>Praca PDF</u></li><li>• <b>Description of the practical part of the diploma work</b>, file format: PDF (not a scanned copy), content: title, abstract (maximum length: 700 characters) and keywords (a maximum of 5 keywords). File name – a maximum of 260 characters, maximum size: 100 MB, type: <u>Inny plik</u></li><li>• <b>Portfolio (if the diploma committee requires it)</b> consisting of selected works created throughout your studies at UAP, file format: PDF, maximum size: 50 MB, type: <u>Inny plik</u></li><li>• <b>If you study Interior Design</b>, you are obliged to upload the <b>Technical Documentation of the Diploma Project</b>, file format: PDF, maximum size: 50MB, type: <u>Inny plik</u></li></ul> <p>You are obliged to upload all files specified above in order to be able to participate in the diploma examination. Once you have uploaded all files, you need to submit your thesis to the anti-plagiarism system.</p>

**The anti-plagiarism procedure will last longer if you fail to upload files correctly.**

If your thesis contains any photographs/schemes/charts, you should reduce their size to reduce the size of the entire PDF file (the size of a single photograph/scheme/chart should not exceed 100 KB). Please note that reducing the size of a digital photograph in a text editor does not reduce the size of the file.

## 2. Requirements regarding the description of the theoretical and practical part of the diploma work:

Description of the theoretical and the practical part of the diploma work
Descriptions of both parts should be PDF files (not scanned copies) named: Description of the Theoretical Part of the Work and Description of the Practical Part of the Work. Both files should contain: title, abstract and keywords. Font: Arial, size: 12, spacing: 1.5.

Descriptions should have the following structure:

- **Title**
- **Abstract:**
- **Keywords: for example:** Small, big, wide, narrow, tall

### 3. Accessing your diploma in Akademos

Log in to your Akademos account:

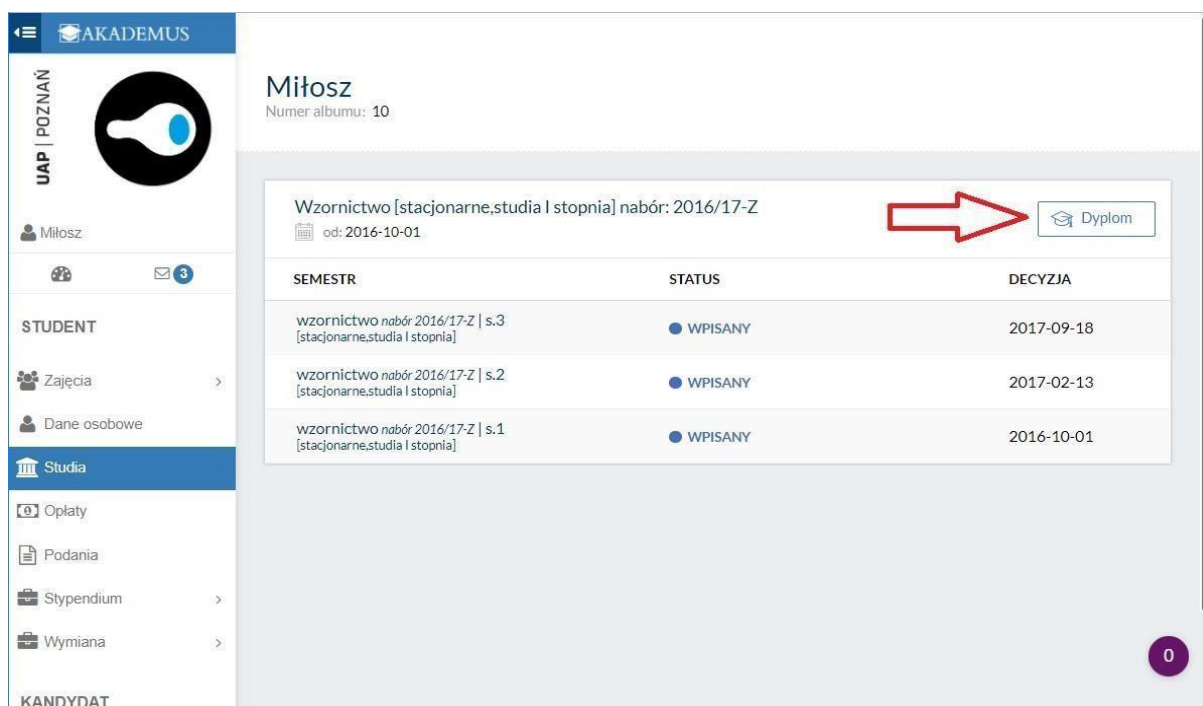
<https://uap.akademos.pl>

Select **Studia** from the menu on the left and click **Dyplom** icon as indicated in the image below:

Once you click




you will get access to the page on which you will be able to upload files



The screenshot shows the Akademos interface for a student named Miłosz. On the left is a sidebar menu with options: STUDENT, Zajęcia, Dane osobowe, Studia (highlighted), Oplaty, Podania, Stypendium, Wymiana, and KANDYDAT. The main area displays the student's profile and a table of semesters. A red arrow points to a "Dyplom" button in the top right corner of the main area.

SEMESTR	STATUS	DECYZJA
wzornictwo nabór 2016/17-Z   s.3 [stacjonarne, studia I stopnia]	WPISANY	2017-09-18
wzornictwo nabór 2016/17-Z   s.2 [stacjonarne, studia I stopnia]	WPISANY	2017-02-13
wzornictwo nabór 2016/17-Z   s.1 [stacjonarne, studia I stopnia]	WPISANY	2016-10-01

Select **pliki**, and then **dodaj plik** (add file)



The screenshot shows the "pliki" tab selected in the top navigation bar. Below the tabs, there is a green button labeled "dodaj plik" with a red arrow pointing to it. Below the button is a table with columns: TYP, PLIK, PRACA, and PLAGIAT STATUS.

TYP	PLIK	PRACA	PLAGIAT STATUS
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Please add all required files.

**Dodaj**

**Dane**

PRACA:  
praca praktyczna

TYP: \*  
Praca PDF

NAZWA:  
Opis Pracy Praktycznej

PLIK: \*  
Wybierz plik Opis PRacy Praktycznej.pdf

**zapisz** **anuluj**

Click „zapisz” to save and „anuluj” to quit.

The type of the PDF file with your portfolio should be marked as „Inny plik”.

## 4. Submitting your thesis to the anti-plagiarism system

### Requirements

You are obliged to submit the file containing your thesis to the anti-plagiarism system.

In order to do it, click „zmień status” in the drop-down menu and select „Praca gotowa do zatwierdzenia”. You can only select this status for one file.



Once you change the status of your thesis, it will be sent to the anti-plagiarism system.

**It is not possible to delete/modify the file at this point.**