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
You are obliged to upload 4 or 5 files (depending on your degree programme): • **Thesis**, file format: PDF (not a scanned copy), maximum size: 20 MB, type: _Praca PDF_ **–** this file will be analysed by the anti-plagiarism system • **Documentation of the practical part of the diploma work,** file format: PDF maximum size: 400 MB, type: _Inny plik_ – and/or if the practical part of the diploma work is a video file - MP4 – maximum size: 400 MB, type: _Plik video_ • **Thesis description,** 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: _Praca PDF_ • **Description of the practical part of the diploma work,** 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: _Inny plik_ • **Portfolio (if the diploma committee requires it)** consisting of selected works created throughout your studies at UAP, file format: PDF, maximum size: 50 MB, type: _Inny plik_ • **If you study Interior Design,** you are obliged to upload the **Technical Documentation of the Diploma Project**, file format: PDF, maximum size: 50MB, type: _Inny plik_ 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.

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

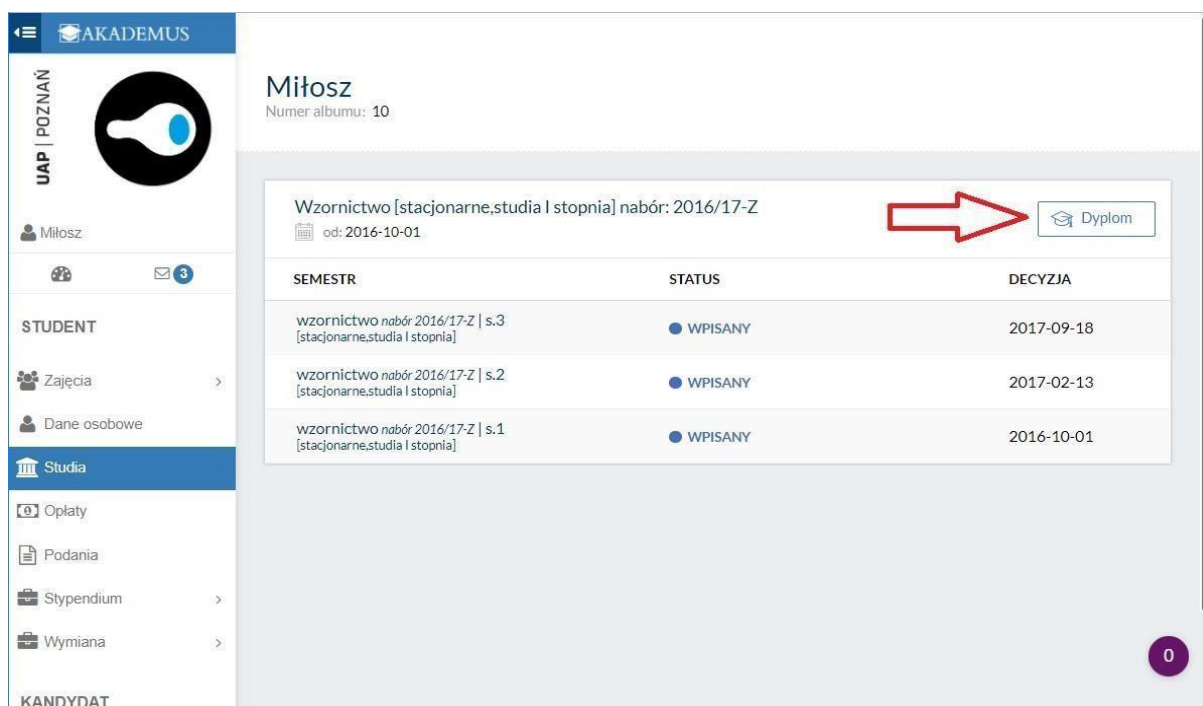# 3. Accessing your diploma in Akademus

Log in to your Akademus account:

https://uap.akademus.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

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

Please add all required files.

Click ,,zapisz" to save and ,,anuluj" to quit.

The type of the PDF file with your portfolio should 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". <u>You can only select this status for one file.</u>

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.