

DIPLOMA PROCEDURE 2023/2024

1. Diploma defense period: 3 June – 21 June 2024.
2. Venue: for first cycle (BA) studies and for second cycle (MA) studies diploma defenses will be held in-person within the UAP premises. Exact dates and times of diploma defenses will be specified by the Dean of the given Faculty in accordance with the general schedule of diploma defenses.

3. Conditions you need to meet to be admitted to take the diploma examination:

- a) completing all courses from your study plan:
 - obtaining all credits in the diploma semester;
 - attending the obligatory workshop and completing the traineeship (if applicable);
- b) receiving positive evaluation of the practical and the theoretical part of the diploma work from the Promoter and the Supervisor of the theoretical part;
- c) submitting a written declaration on participation in the diploma defense signed by the Promoter and the Supervisor **/Attachment 1/ by 22 April 2024**. You must bring the hard copy of the declaration to the International Office or send it via post (not an email), the date of receipt will apply. There is one common title for the practical and the theoretical part.

Please note that the title of the diploma work you specify in Attachment 1 will be approved by the Faculty. You cannot change it once you have submitted the document.

- d) uploading the theoretical part (thesis) of the diploma work to Akademus for anti-plagiarism analysis in agreement with the relevant Dean and Promoter **/Attachment 2/ - until 7 May 2024**. The condition for the student's admission to defense is approval of the anti-plagiarism report by the Promoter;
- e) uploading the documentation of the practical part of the diploma work and your Portfolio (PDF) to Akademus in agreement with the relevant Dean and Promoter **until 7 May 2024**. You will be able to upload a revised version of the documentation of the practical part of the diploma work no later than 4 days before the diploma examination.

f) delivering to the International Office one hard copy (printout) of the theoretical part of the diploma work **two weeks before the diploma defense** (with Supervisor's signature on the title page).

– templates of title pages /Attachment 6a and 6b/

Please do not modify the templates you download from the university website.

g) declaration that your thesis has been composed solely by yourself **/Attachment 3/** should be bound together with the theoretical part of the diploma work as the last page (hard copy) but do not include it in the PDF you upload to Akademus,

Please deliver one hard copy of the theoretical part of the diploma work directly to your Reviewer. Reviewers are designated by the Deans.

h) delivering to the International Office the original copy of the declaration on the correct uploading of the documentation of practical work **/Attachment 5/** signed by the Promoter,

i) delivering to the International Office **/Attachment 4/**

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

a) preparation and presentation of a practical work related to student's major;

b) preparation and delivery of a thesis that contains a description of the main idea of the practical work, sources of inspiration, conclusions, footnotes and illustrations;

c) preparation of a portfolio containing selected works that document the whole course of studies (in the form of a PDF file with a size not exceeding 50 MB) – the portfolio should be uploaded to Akademus by **15 May 2024**.

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

a) preparation and presentation of a practical work related to student's major;

b) preparation and delivery of a thesis that demonstrates student's ability of analyzing and drawing conclusions;

c) preparation of a portfolio containing selected works that document the whole course of studies (in the form of a PDF file with a size not exceeding 50 MB) - the portfolio should be uploaded to Akademus by **15 May 2024**.

6. In addition to the practical part of the diploma work related strictly to the major, you have the right to present during the diploma examination an annex demonstrating your achievements from other fields of art. To present it, you must first be granted permission by the Dean of your Faculty and the teacher who supervised you in

creating works from the annex. You will not receive extra ECTS credits or grades for the annex but it will be mentioned in the supplement to your diploma.

7. You are obliged to deliver to the International Office a written declaration to the Dean of your Faculty regarding your participation in the diploma defense **by 22 April 2024 /Attachment 1/**. The declaration must be signed by your Promoter and the Supervisor. Failing to meet this requirement will mean that you resign from defending the diploma work this academic year. If you fail to participate in the diploma examination on the date specified by the Dean, or if you do not submit the diploma work on time, you will be expelled. You will also be expelled if you fail the diploma examination.

In both cases, you will be allowed to retake the diploma examination on condition that you receive permission to resume your studies after having been expelled. Resumption of studies involves a fee in the amount specified by the Ordinance of the Rector.

8. To collect your diploma, please return your student card /this applies to Master's degree graduates only/ and collect all signatures on a clearance slip which will be available in the international office

The University will issue the diploma within 30 days from the day of the diploma defense. Please make an appointment (via email) to collect your diploma.

9. Please check if all personal information regarding your names, surname, date and place of birth are correct to avoid any mistakes on the diploma.

Additional information:

- 1.. The diploma exam takes place in front of the committee appointed by the Dean of your Faculty. The committee is approved by the Rector.
2. The committee consists of 4-5 members including the Chairperson of the committee, Promoter, the Supervisor of the thesis, a Reviewer, and a Secretary.
3. The Chairperson of the committee at the second-cycle studies is the Dean or a person designated by the Dean.
4. The Chairperson of the committee at the first-cycle studies is a professor designated by the Dean.
5. The Dean may designate a professor from outside of the UAP to be a member of the committee.

6. If a student cannot come to the defense on the scheduled day due to unforeseeable circumstances, he/she has to write an official letter to the Dean with an explanation and request for a new date of the exam. The Dean decides on the new date of the exam.