**INFORMATION FOR GRADUATES**

***UG Rules and Regulations for Studies §35 section 2***

*"The conditions for admission to the diploma exam are:*

1. *Fulfilment of all the obligations set out in the study programme, including obtaining the number of ECTS credits required in the course of study;*
2. *Submission of the diploma thesis (...) to the appropriate Dean for Students Office by the end of the main exam session that concludes the degree programme;*
3. *Obtaining a positive assessment of the diploma thesis - if the study programme provides for the submission of a diploma thesis;*
4. *Submission of all required documents."*

*----------------------------------------------------------------------------------------------------------------------------*

**2 weeks** before the scheduled date of the diploma exam, the following formalities must be completed at the Dean for Students Office:

* submitting an archival copy of the **diploma thesis** together with an approved and signed Uniform Anti-Plagiarism System report from the thesis supervisor
* sending to the Dean for Students Office by email provided by UG, the diploma thesis in a pdf format and a thesis description generated from the Student's Portal
* submitting a settlement of accounts with the library

**Diploma thesis - compulsory elements**

The paper version of the thesis should be printed on both sides, perforated and bound with string, according to the template. As required by the UG Archives guidelines, the thesis must not contain any plastic or metal elements e.g. edges, ridges, rivets, staples etc.

Title page – a template of a suitable title page is provided on the Faculty of Chemistry website under "Graduates" tab.

Abstract – an abstract of the thesis in Polish and an abstract of the thesis in English should be included immediately after the title page of the thesis, with each abstract fitting on one A4 page. Template abstracts are attached to the title page template.

Statements – should be an integral part of the thesis and should be located at the very end of the thesis.

**Statements**

Single-author works – copyright statement and statement of consent for the thesis to be made available

Multi-author works – Each author submits two statements:

1. A copyright statement for multi-author works
2. A statement of consent for the thesis to be made available

**TEMPLATE FOR ARCHIVAL PAPER COPY OF THE DIPLOMA THESIS:**

**UNIVERSITY OF GDAŃSK**

DIPLOMA THESIS

title page

**Additional information for the supplement**

This is information about awards, membership of student organisations or study clubs. In order for this information to be included in the Diploma Supplement, the following is required:

* To include a scan of certificates and other confirmations of achievements;
* The date of achievement must coincide with the time of study at the specific degree programme;
* The organisations shown by the student must be those of the University of Gdańsk and the achievements must be the result of the student's referral by UG.

**Settlement of accounts with the library and other UG units**

Prior to the exam, students are required to settle accounts with the UG Library and the Faculty Storehouse (the latter for MA students only) and the Student Dormitory if they have lived there. Settlement should be submitted to the Dean for Students Office at least two weeks before the scheduled exam, preferably electronically by mail.

**DIPLOMA:**

The basic version of the diploma is FREE OF CHARGE

The basic version of the diploma consists of the original diploma and supplement in Polish and two copies of these documents in Polish.

One may apply for converting one of the diploma copies in Polish into a copy in a foreign language: English, German, French, Spanish or Russian. A template of the relevant application is posted on the website of the Faculty of Chemistry under "Graduates" tab. The Diploma Supplement is issued in English only. Such an exchange does not incur an additional fee.

An additional copy in a foreign language of the diploma or supplement costs 20 PLN,- for each of these documents. In order to obtain such an additional copy, it is also necessary to submit an appropriate application and send a confirmation of the payment to the Dean for Students Office.

**Collection of the DIPLOMA**

The Diploma can be collected in person or by a third party with lawful authorisation (confirmed by the Dean for Students Office or a Notary).