**Thesis Submission Procedure - Guidelines for Students**

In the 2024/2025 academic year, the procedure for submitting theses and conducting diploma examinations at the Faculty of Management, University of Gdańsk, will be carried out via the e-Uczelnia system.

* From 1 June 2025, eDyplomowanie (English: eDiploma) will be implemented at the University of Gdańsk.
* The deadlines for submitting diploma theses and conducting diploma examinations remain unchanged.
* In the summer session, all diploma thesis defences will be conducted in person at the Faculty of Management building.

**Submission Procedure for Diploma Theses via the eUczelnia System**

1. Students upload their thesis files, agreed in advance with their supervisor, to the eUczelnia system (Student tile, Diplomas tab). **Theses can be uploaded until the last day of the basic session, i.e. 7 July 2025.**
2. The title page of the thesis can be downloaded from the eUczelnia system.
3. In order to upload your thesis to the eUczelnia system, you must first submit the following statements to the system:
   1. a statement confirming that you have prepared the thesis independently – ‘copyright statement’, and,
   2. a statement confirming that you have used artificial intelligence tools in the preparation of the thesis and that you accept them.
4. After uploading the work, the student submits the files to the supervisor for approval
5. The supervisor decides whether to approve the work and submit it for plagiarism verification or selects the ‘Reject work’ option – in the latter case, the student must re-upload the work file and submit it to the supervisor.
6. The thesis approved by the supervisor is examined by Jednolity System Antyplagiatowy (JSA) – English: the Unified Anti-Plagiarism System. Depending on the result of the examination, the supervisor:
   1. refers the thesis for review, or
   2. rejects the report and requires the thesis to be re-uploaded, or
   3. rejects the report without consent to re-upload the thesis.

The student receives an email notification of the result of the thesis examination by JSA.

1. From the moment of uploading the thesis to the date of the diploma examination, the student can check the individual stages of eDyplomowanie (English: the eDiploma proces) in the Student tile in the Diplomas tab.
2. Students will be notified of the scheduled date of their diploma defense by email via the eUczelnia system **at least five calendar days in advance**, provided that all required documents have been submitted to the system and **once the student has obtained an absolutorium** (i.e., completion of all coursework prior to the thesis defense).

An extension of the deadline for submitting the thesis is possible in individual, justified cases and only at the request of the student or supervisor (Regulations of Studies at the University of Gdańsk, § 39(3)). Instructions and explanations for completing the statement to be submitted with the thesis are available at: <https://ug.edu.pl/euczelnia/dyplomowanie>.

In case of any problems, please contact us by email: [help@ug.edu.pl](mailto:help@ug.edu.pl) or via the form available at: <https://ug.edu.pl/euczelnia/kontakt>.

Legal basis: Order No. 79/R/25 of the Rector of the University of Gdańsk of 30 May 2025:

<https://bip.ug.edu.pl/akty_normatywne/118835/zarzadzenie_nr_79r25_rektora_uniwersytetu_gdanskiego_z_dnia_30_maja_2025_roku_w_sprawie_zasad_przygotowywania_skladania_sprawdzania_recenzowania_oraz>