

FORMALITIES

CONNECTED WITH TAKING DIPLOMA EXAM

FIRST DEGREE STUDIES FOR:

- o International Business
- o International marketing and branding
- o International tourism and hospitality
- o Computer engineering and mechatronics

In order to documents connected with diploma exam it is necessary to fulfill the following conditions:

- . entries in all subjects must be in ISAPS system (current terms, conditional entries, learning outcomes to be completed);
- . the electronic status of the "Broken Circulation Card" must be obtained from the Student Financial Service Department, which certifies the regulated financial claims;
- . the final version of the thesis and its summary must be uploaded to ISAPS system (bookmark "Diploma consultations"), which is then accepted by the Supervisor;

All required documents:

- . 1 diploma thesis in limp binding, only double-sided printing with the use of two-to-one" printer setting;
- . the thesis on CD in .pdf and .docx format;
- . the declaration of author's will included in the thesis after Table of contents*;
- . confirmation of the supervisor's thesis acceptance";
- . printout from the anti-plagiarism system;
- . the declaration about the diploma examination's date;
- . 5 signed photos (format 3,5 x 4,5 cm, without a frame) in a signed envelope; - compulsory formal dress;

The signed Author's declaration of will must be included in the printed copy of thesis and its electronic version on CD.