INSTRUCTION FOR THE THESIS DEFENSE PROCESS – STUDENTS

Step 1 – Begin the process

The following steps should be taken after the thesis is approved by the Supervisor.

In order to start the process:

- Print and bind the work – one copy for the whole group.
- Prepare CDs with the thesis (written part + possibly (if any) source codes and compiled version of the application). Use a marker pen to write the subject of the work, names and student numbers of all authors on the CDs. Record:
  - one CD from each co-author of the work – for the Dean's Office,
  - one, additional CD - for the Library.
- Download, print and sign a declaration of self-written work – one copy from each author.
- (Only those students who do not graduate this semester and have co-written a thesis as a group work) Submit a general application to the Dean of the Faculty by applying at application system (podania.pja.edu.pl) with a request start the defense of the diploma thesis without taking the diploma examination, based on the fact that the thesis was written in a group.

At this stage, the GAKKO system (gakko.pja.edu.pl) should contain information about the thesis, entered by the Supervisor. At this step, the Student is required to provide additional information to the Supervisor, who, after verification, completes it in the GAKKO system:

- Individual contribution of each of the authors to individual elements of the work (taking into account individual chapters in the documentation of the diploma project).
- Scope of research carried out (if applicable).
- Name and surname of the thesis reviewer.

The student completes the following information on his own:

- Granting or refusing permission to publish the work in the Repository of Diploma Theses
- Declaration on the type of free transcripts issued to the graduate. The university issues 3 sets of documents for the student free of charge (diploma and supplement):

- original in Polish + 2 copies in Polish

or

- original in Polish + a copy in Polish + a copy in English

Step 2 – Submission of the work

The set of physical documents listed in Step 1 can be sent by post or arranged to be delivered to the Dean's Office or the Library (it is enough to make an appointment with one department, the documents will be handed over accordingly):

- The library receives a bound work and one CD to check for plagiarism. The Unified Anti-plagiarism System guarantees that the diploma thesis will be checked within 7 days from the date the thesis is entered into the system. The result of the verification from the "probability report" (coefficient no. 2) will be entered in the "Application for admission to the defense of the thesis", the so-called circulators (see Step 3).
- The Dean's Office receives the remaining CDs and declarations signed by the authors of the thesis.
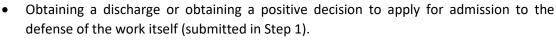
To formally complete Step 2, the Supervisor must accept the verification result from JSA, entered into the GAKKO system by a Library employee.

Completion of Step 2 is tantamount to submitting the thesis within the time limit set by the Dean of the Faculty in the Ordinance on diploma examinations.

Step 3 – Complete the clearance report

A request to create a workflow should be submitted to the Dean's Office / Secretariat – by e-mail (preferred option) or by phone only after all of the following requirements have been met:

- Obtaining a discharge or obtaining a positive decision to apply for admission to the defense of the work itself (submitted in Step 1).
- Obtaining approval of the plagiarism result by the Supervisor in the GAKKO system.

The clearance report is available in an electronic version in the GAKKO system. It is in the student's best interest to make sure that the workflow is completed by:

- Library,
- Accounting (does not apply to students without graduation),
- Supervisor and Reviewer (entering the opinion of the Supervisor and the Review is tantamount to "signing" the clearance),
- Dean's office (only after obtaining all remaining signatures).

Obtaining a complete set of signatures formally completes the process of preparation for the defense.

Step 4 – Defense

This step does not apply to remote defenses.

On the day of the defense, no later than half an hour before the defense - during the Dean's office working hours:

- The Chairperson / Member of the Committee collects a set of documents from the Dean's Office for the examination committee.
- Students go to a designated room and wait for an invitation to the exam.

Step 5 – Complete the formalities after the defense

Information about the prepared diploma (and / or a transcript in English) will appear on the student's profile, after logging in to GAKKO, in the Dean's Office / Course of studies / documents (available for graduates of the 2016/2017 academic year and later).

In order to obtain an additional copy (no more than 3 copies) in English, the following should be submitted in the application system within 30 days from the date of defense:

- Application (the translation of the thesis topic must be completed by the Supervisor at the stage of introducing the thesis to the GAKKO system. If the topic is incorrect, add an attachment signed by the Supervisor regarding the translation of the thesis topic).
- Proof of payment of PLN 40 for one set

In connection with the introduction of new forms of diplomas from the summer semester 2020/2021, no photos are required for the diploma.