

REGULATION OF THE DEAN

June 7, 2021

Re.: organization of the admission to the defense of the thesis and the diploma examination.

According to the studies regulations, the condition for graduating from the Faculty of Information Management is to defend the thesis and pass the examination after prior submission of the thesis.

1. General information

1. The submission of the thesis and passing of the diploma examination should take place until the end of the last semester for a given form of studies, i.e. until the end of the winter semester for studies ending in the winter semester and until the end of the summer semester for studies ending in the spring semester. In duly justified cases, at the student's request and after consulting the supervisor's opinion, the Dean may agree to postpone the date of the defense of the thesis and the diploma examination.
2. The deadline for submitting the diploma thesis for students studying "without student rights" is the end of February (for the winter semester) - for these students, the diploma examination may take place in March, after being reinstated as students, and at the end of September (for the spring semester) - for these students, the diploma examination may be held in October, after being reinstated as students.
3. The decision to admit a student to the defense of the thesis and the diploma examination shall be made by the Dean after the student has met the following conditions:
 - the student has completed all final course assignments and passed all examinations resulting from the study plan and the curriculum applicable to students graduating in a given year;
 - the student's fulfillment of all obligations towards the University, in particular: lack of arrears in tuition fees, having all entries in the student's periodic performance cards, settlement of accounts with the library;
 - the student obtained a positive opinion of the reviewer of the thesis.
4. The Dean (after consulting the supervisor) shall appoint a reviewer of the thesis, appoint the Head of the Diploma Examination Board and determine the time limit for the defense of the thesis and passing of the diploma examination.

2. Diploma procedures

Before the thesis defense and diploma examination, students are required to:

1. Submit a printed hard copy of the final version of the thesis (accepted by the thesis advisor via the Gakko system). In the case of a group thesis – one copy for the whole group.
2. Prepare a CD or DVD with the thesis saved as an ODT, DOC, DOCX, or PDF file. The CD/DVD should be signed with the title of the thesis, surname and student number. In case of a group thesis - surnames and student numbers of all authors of the thesis. Students should prepare:

- one CD or DVD (in case of a thesis prepared by a more than one student one CD/DVD submitted by each author of the thesis) – submitted to the Dean’s Office
 - one additional CD or DVD – submitted to the Library.
3. Submit one, printed, bound copy of the thesis to the Library, along with one copy of the full thesis provided on a CD or DVD. The electronic and printed versions must be submitted 14 days before the date of the defense, to assess the thesis with the use of an anti-plagiarism program, together with statements of the author of the thesis indicating that the student wrote the thesis without any assistance (for inspection). In case of a thesis prepared by a group – separate declarations from each author. The disc should be placed in a paper or thin plastic envelope attached to the inside of the bound thesis. The anti-plagiarism program guarantees that the thesis will be checked within a maximum of 7 days from the date of inserting the thesis into the system. The result of the probability report will be entered into the "Request for admission to the defense of the thesis" to the Clearance Slip.
 4. Following the *GAKKO Diploma Examination Procedure*, the student and thesis advisor should submit information about completion of the thesis (including information regarding the choice of free transcripts that will be provided to the graduate).
 5. In the case of earlier completion of the thesis by a student who is preparing a group thesis and at the same time has not passed all courses according to the plan of studies, the student may only participate in the practical part of the diploma examination. After completing all courses, the student is allowed to participate in the theoretical part of the examination. In such a case, participation in the defense of the thesis requires the student to: 1) receive passing grades from all specialization and seminar courses; 2) present a positive opinion from the thesis advisor; 3) submit a written request to the Dean’s Office, asking for permission to participate in the practical part of the diploma examination (an electronic version of the thesis should be attached to the request); 4) receive a positive verification after submitting the thesis to the anti-plagiarism system via Gakko.
 6. 14 days before the date of the defense of the thesis and diploma examination, the student submits to the Dean's Office: 1 copy of the thesis in an electronic form (CD or DVD) together with statements of the author of the thesis indicating writing of the thesis without any assistance.

3. The „Clearance Slip”

1. Students are required to submit a request to create a “Clearance Slip” file in the Gakko system, no later than 7 days before the thesis defense. Such a request may be submitted after:
 - a. passing all courses or receiving a positive decision in accordance to par.2 pt.5.
 - b. receive a positive verification after submitting the thesis to the anti-plagiarism system via Gakko.
2. The „Clearance Slip” must be confirmed in the Gakko system by:
 - a. The Library,
 - b. The Finance department,
 - c. The supervisor and the reviewer of the thesis,
 - d. And finally – after submitting all other entries – by the Dean’s Office and by the Dean (or designated person).

4. The defense of the thesis and the diploma examination

1. A set of documents for the diploma examination shall consist of:
 - a. Diploma Examination Report
 - b. Transcript of all grades
 - c. "Request for admission to the defense of the thesis"
 - d. "Student's declaration of unassisted writing of the dissertation"
 - e. "Evaluation of the thesis" signed by the supervisor and the "Evaluation of the thesis" signed by the reviewer
2. The Dean's Office shall provide a set of documents referred to in section 1 to the Head of the Diploma Examination Board, to the supervisor or to the student.
3. The Head of the Diploma Board shall forward all documents after the diploma examination to the Dean's Office.

5. Post-defense procedures

1. In order to receive an additional transcript in English (no more than 3 copies), students are required to submit the following documents to the Dean's Office within 30 days of the defense: (also can be sent by post or submitted in the system via *podania.pjatk.edu.pl*):
 - application form (available from the Dean's Office or via the PJAIT website)
 - proof of payment (40 PLN for one set)
2. Upon receiving the diploma, the student is obliged to return the student card following the applicable deadlines.

The Regulation shall enter into force on the date of signature.

Dean of Faculty of Information Management

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