

**ORDER OF THE DEAN  
of 15 November 2023**

Re.: dates of diploma examinations in winter semester 2023/2024

Basing on the Statutes of Polish-Japanese Academy of Information Technology, § 23; I declare that the deadline for obtaining grades for the subjects PRO and SEM, as well as for the completion of diploma (thesis) for students in their final semester is **the last day** of classes in a given semester:

- 30 January 2024 - full-time studies, I and II degree;
- 28 January 2024 - part-time studies, cohort I;
- 4 February 2024 - part-time studies, cohort II;
- 5 February 2024 - part-time studies over the Internet, I and II degree.

Students who have not submitted the diploma work (thesis) by the set deadline will obtain a failing grade 2 in the above mentioned subjects.

The diploma work (thesis) needs to be submitted to:

- the thesis supervisor, who awards grades for the subjects PRO2/PRO3 and SEM3/SEM4 (depending on the form of studies);
- the library, in order to be checked by the PLAGIAT.PL system and finally
- the Dean's Office (Dziekanat) – only in the digital format.

Students who have submitted the thesis by the given deadline and completed the whole course of study can take the diploma examination **until 29 February 2024.**

In special circumstances the deadline for the submission of the thesis and obtaining grades for PRO2/PRO3 and SEM3/SEM4 can be extended, but not beyond **15 February 2024.**

Students who need to have the deadline extended must submit a relevant application (Request) together with the form including the statement of their supervisor, statement of the advancement of the diploma work date of diploma examination and composition of the examination commission (the form is attached) by the end of the semester (last day of lectures).

**All students qualified for the diploma examination should read the procedure of preparing for the thesis defense and diploma examination and follow the rules and time limits set out in that procedure -**

**<https://pja.edu.pl/en/dla-studenta/#obrony>**

Students who fail to submit their thesis within the deadlines specified above will not be eligible for the diploma examination and, according to the Act on Higher Education and Science (art. 108 par. 1.) will be removed from the list of students at the end of the semester.

Students mentioned above can complete the diploma work according to the conditions outlined by the Dean only if they submit the request for deadline extension within the set time.

**DZIEKAN**  
*Aldona Drabik*  
**dr Aldona Drabik**  
**prof. PJATK**

Warsaw, date .....

.....  
Name and surname

.....  
Student number, form of study

.....  
group number

To the Dean of the Faculty of  
Information Technology  
Polish-Japanese Academy of  
Information Technology  
Dr Aldona Drabik, prof. PJAiT

**REQUEST**

I wish to apply for the extension of the deadline for submission of my diploma work (thesis) until **15 February 2024.**

.....  
*Student's signature*

**To be completed by the Supervisor**

I confirm that the thesis can be completed and submitted to the Dean's Office by **15 February 2024.**  
I will provide the necessary assistance to the student in a given period.

The expected progress of the thesis as of the last day of semester ..... %

The anticipated date of diploma examination .....

**EXAMINATION COMMISSION:**

Chair .....

Supervisor .....

Reviewer.....

.....  
*Signature of Supervisor*

**DECISION**

.....  
*Signature of Dean*

*I have become acquainted with the decision.....*