

REGULATION OF THE DEAN

November 12, 2024

Re: dates for diploma examinations in the winter semester 2024/2025

§1

Pursuant to §33 of the Statute of the Polish-Japanese Academy of Information Technology, I order that:

The deadline for completing the thesis for students of the last semester is the last day of classes in the semester. **In the winter semester of 2024/25, the deadline is January 29th, 2025 (full-time studies).** Completion of the engineering thesis is a prerequisite for passing the subject Diploma Project - Seminar 2. Failure to complete the thesis by the deadline means a failing grade in this subject.

§ 2

Students who have submitted the diploma thesis by the deadline given above (after the final version has been accepted by the supervisor and positively verified in the anti-plagiarism system), have completed the applicable program of study (graduation) and have cleared all other formalities related to the diploma exam may proceed to the defense of the diploma thesis (on the date set with the thesis supervisor and reviewer).

All students admitted to the thesis defense and diploma exam should familiarize themselves with the applicable procedure for preparing for the diploma exam and follow the rules established in this procedure:

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

§ 3

Diploma thesis defenses and diploma examinations in the winter semester may be held **from the beginning of the winter examination session until February 28th, 2025 (on the date agreed with the thesis supervisor and reviewer).**

Dates for the winter examination session:

Mode of study	Session	Revision session
Full-time studies	3.02 - 7.02	10.02 - 14.02

§ 4

In justified cases, it is possible to extend the deadline for submission of the thesis until **February 15th, 2025**, subject to the approval of the supervisor and the submission of an application to the Dean by the end of classes in the winter semester (i.e., by January 29th) - **Appendix 1**. The diploma exam and thesis defense for these students must take place by February 28th.

§ 5

The deadline for submitting the thesis for students studying on a "**no student rights**" basis is the end of February - for these students, the diploma exam can be held in the month of March, after reinstatement to the student list.

§ 6

Students who have not submitted their thesis by the aforementioned deadlines will not be allowed to defend their thesis and diploma exam in the winter session. In accordance with the Law on Higher Education (Article 108, Law of July 20, 2018), they will be dropped from the list of students at the end of the winter semester. These students, may complete their thesis under the conditions set by the Dean after they submit their application by the deadline.

Dr. Małgorzata Cieciora
Dean of the Faculty of Information Management at PJAiT

DZIEKAN
Wydziału Zarządzania Informacją
M. Cieciora
dr Małgorzata Cieciora

Warsaw, on

.....
surname and first name

.....
student number and mode of study

.....
group no.

To: **Dean of the
Faculty of Information Management
PJAiT**

Ph.D. Małgorzata Cieciora, prof. PJAiT

REQUEST

I wish to apply for the extension of the deadline for submission of my diploma thesis until **February 15th, 2025**.

.....
Student's signature

TO BE FILLED OUT BY THE THESIS SUPERVISOR

I confirm that the thesis can be completed and submitted to the Dean's Office by February 15th, 2025.

I will provide the necessary assistance to the student in a given period.

The anticipated date of the diploma examination.....

.....
Supervisor's signature

DECISION

.....
Dean's signature

(STUDENT) I have familiarized myself with the decision.....