

**COMMUNICATION FROM THE DEAN OF THE DOCTORAL SCHOOL  
dated 7 December 2023 on the procedure for submitting a dissertation**

1. The doctoral student shall send the final version of their dissertation in one of the following formats: \*.txt, \*.pdf, \*.doc, \*.docx, \*.odt, \*.rtf; (maximum file size: 20MB; sum of files not larger than: 60MB), along with confirmation from their supervisor(s) that this is the final version, to the Office of the Doctoral School's e-mail address [bsd@sgh.waw.pl](mailto:bsd@sgh.waw.pl).
2. Before the supervisor issues their opinion on the doctoral dissertation, as referred to in Article 204(1) of the Law on Higher Education and Science, the dissertation shall be checked in the Uniform Anti-plagiarism System [www.jsa.opi.org.pl](http://www.jsa.opi.org.pl) (hereinafter referred to as: JSA).
3. The dissertation research process using the JSA consists of the following activities:
  - 1) registering new plagiarism investigation and filling in the specification (dissertation details);
  - 2) attaching the dissertation file;
  - 3) ordering a investigation sample;
  - 4) analysing the report on the investigation sample;
  - 5) accepting the report.
4. An employee of the Office of the Doctoral School shall register the new investigation in the JSA, fill in the specifications, and attach the dissertation file(s).
5. The supervisor shall be granted access to the JSA by an employee of the Didactic Organisation Department at the request of an employee of the Office of the Doctoral School.
6. The investigation process shall conclude with the generation of a report allowing the supervisor to check whether the doctoral student's dissertation has been prepared independently.
7. On the JSA website, the supervisor shall accept or reject the report.
8. In case of acceptance, the report shall be printed and sent to the supervisor by an employee of the Office of the Doctoral School. The supervisor shall then

sign the report and issue an opinion on the dissertation. The report, along with the opinion, should be delivered to the Office of the Doctoral School, completing the education process at the Doctoral School. The date of the supervisor's signature on the JSA report and the date of the opinion cannot be later than the date of submission of the dissertation recorded in the Individual Research Plan.

9. In case of the report being rejected, the supervisor shall confirm non-acceptance of the dissertation on the printed version, resulting in non-completion of the education process at the Doctoral School.
10. The printed version of the report shall be attached to the doctoral student's file.
11. The Communication from the Dean dated 17 April 2023 is no longer valid.

DEAN  
Doctoral School  
prof. dr hab. Wojciech Pachol  
/signed with a qualified  
electronic signature/