

CONDITIONS OF ENTRY FOR THE SUMMER SEMESTER 2022/2023

FULL-TIME STUDIES (FULL-TIME)

SECOND-CYCLE STUDIES - MASTER'S DEGREE

(based on the 2022 Study Regulations)

1. Time limits and manner of submission of applications

Students currently studying in the 1st semester and newly recruited in February 2023 assume cases (applications) in the USOS system, while all others still assume cases (applications) in JSOS/Edukacja.CL.

In the summer semester 2022-23, all matters of students of the 1st and 2nd semester will be conducted in the new USOS system, other students still in JSOS/Edukacja.CL.

Information on enrollment for courses/classes in the summer semester 2022/23 will be provided in a separate communication.

Note: the new Study Regulations of 2022 introduced new, different rules of study, consistent with the USOS system, including new terminology referring to, m.in the status of study. In the announcements of the Dean's Office, "old" and "new" are temporarily used as a facilitation nomenclature

Documents that are required to be submitted to the dean's office in connection with the entry for the semester (settlement of the stage of study):

- a) by 21.02.2023 application for entry on the diploma thesis repetition course (point 6),
- d) by 22.02.2023 a proposal for inclusion of courses/classes in the acquis,
- b) until 2.03.2023 application for dean's leave (point 4),
- c) by 2.03.2023 application for permission for the 5th course / classes (4th repetition) (point 5).

NOTE: all documents and applications, after the creation and transfer of the case in the Edukacja.CL/JSOS or USOS system should be forwarded by e-mail to the appropriate didactics assistants in the form of scans of signed documents.

2. Students after enrolling in all available courses/classes from the higher semester (stage of study), who meet the criteria for enrolment in a higher semester (stage of study) do not have to submit an application for entry for the semester (or conditional entry) or statements about revision courses, will be enrolled on higher semester (stage of study) ex officio.

3. Upon completion of enrollment, the Dean on the basis of the assessment of the progress in studies of each student and of his enrollment for classes (courses) makes one of the decisions:

a) enrolment for the next semester/stage of studies (ordinary or conditional), if the conditions are met set out below (in principle, there are no derogations). Minimum credit

The ECTS for enrolment for the next semester/stage of studies is:

second-cycle studies

- for semester 2 15 credits,
- for semester 3 47 credits (and the possibility of implementation in SEM is required.
summer of all overdue classes/courses);

b) refusal of enrolment for the semester/stage of studies and proposals to take leave,

c) on granting leave (it is required to submit a request for leave by the student)

d) refusal of enrolment for the next semester and "registration without enrolment" (after the end of the leave). Remark: according to the new Study Regulations of 2022, instead of "registration without entry", it was Introduced "repetition of the stage of study". The range of cases in which it will be possible to Granting consent to "repetition of a stage of study" is much more limited than the previous "registration without entry"

e) refusal of enrolment for the semester/stage of studies and initiation of the procedure of removal from the list of students

NOTE: according to the new Study Regulations of 2022 (par. 26 paragraph 10) to receive enrolment in a higher semester/stage of study cannot be taken into account ECTS credits obtained promotion from higher stages of studies than currently settled.

4. No later than March 2, 2023, students who do not meet the condition

enrolment for the semester/stage of studies should submit a request for leave (printout from the system JSOS/Edukacja.CL). I would like to remind you that leave is granted only for one semester (enter on the application: summer 2022/23 to summer 2022/23 and that dean's leave can only be granted once after that the semester number itself. In problematic situations, please contact us by e-mail with the Vice-Dean for Didactics. In exceptional, justified by random circumstances in cases, a request for dean's leave, changing early registration for a semester/stage studies, can be submitted until 13.03.2023. **Note: students after the 1st semester are not entitled to leave Dean's.**

5. The study regulations allow for a maximum of the third course / classes on general terms. It is also possible to complete the course for the fourth time (repeating the course for the third time). **Failure to implement a course after four or more projects may be a reason for removal from the list of students, due to lack of progress in learning.**

Consent to the course / classes for the 5th time (fourth repetition) in exceptional cases is granted by the Vice-Rector for Education on the basis of a written request. Such an application should be sent by e-mail in the form of a signed scan document to the competent teaching assistant by 2.03.2023.

6. Students who need to complete a **review course of the diploma thesis** should send an e-mail to the competent didactics assistant by 22.02.2023 a written application for enrolment in the course repetition, which must contain a written consent (signature of the guardian). FORM can be downloaded on the faculty website in the tab GRADUATES – DOWNLOAD. Implementation The current topic can be extended for one consecutive semester by submitting an application for a form containing the written consent (signature) of the current guardian and his information with the degree of advancement of work (required above 75%). Otherwise, it must be agreed a new topic of the diploma thesis with a different tutor than the previous one and send an application for entry on a review course containing the written consent (i.e. signature) of the new tutor. Lists of work topics diploma certificates valid for the entire new academic year 2022-23 have been posted on the website faculty in the Graduates tab.

NOTE: during faculty enrollment, students enroll on their own only on

1. implementation of the diploma thesis after obtaining the consent of the tutor of the selected topic.

18.01.2023

Vice-Dean for Didactics
dr inż. Andrzej Batog, prof. uczeln