

**TERMS AND CONDITIONS OF REGISTRATION FOR THE WINTER SEMESTER
2022/2023**

FULL-TIME (FULL-TIME) STUDIES

BACHELOR'S DEGREE STUDIES - ENGINEERING

STUDIES OF THE SECOND DEGREE - MASTER'S DEGREE

(based on the 2021 Study Regulations).

1. Deadlines and method of application

All students, except those recruited for the 1st semester, should set up cases (applications) still in JSOS/Education.CL. This applies to both the summer break period and the new winter semester 2022/23.

All decisions until the end of September this year are issued in the JSOS system based on the existing 2021 Study Regulations.

Studies of those recruited for the 1st semester of engineering and master's studies will be conducted in the new USOS system.

Please note: the new Study Regulations of 2022 introduce new and different study rules in accordance with the USOS system as of 1.10.2022, including new nomenclature relating to, among other things, study status. The "old" and "new" nomenclature will be temporarily used in the Dean's Office announcements as a convenience.

Information regarding enrollment in courses/classes for the winter semester 2022/23 will be provided in a separate announcement.

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

- a) by 23.09.2022, an application for entry into the thesis retake course (item 6),
- b) by 30.09.2022 application for dean's leave (item 4),
- c) by 30.09.2022 request for approval for the 5th implementation of the course/assignment (4th repeat) (item 5),
- d) by 8.10.2022 request for inclusion of courses/classes in the body of work, e.g., completed on the Erasmus program or in the study of a second course.

NOTE: all documents and applications, after setting up and submitting the case in the Education.CL / JSOS system) should be submitted to the dean's office in person or by e-mail to the e-mail address of the appropriate teaching assistant, addresses are listed on <http://wbliw.pwr.edu.pl/studenci/dzieknanat> under "Dean's Office staff".

NOTE: in all cases of failure to meet the deadlines for the next business day, the procedure for removal from the list of students may be initiated.

2. Students after enrolling in all available courses/classes of a higher semester (stage of study) who meet the criteria for enrollment in a higher semester (stage of study) do not need to submit an application for enrollment in a semester (or conditional enrollment) or statements of repeat courses, they will be enrolled in a higher semester (stage of study) ex officio.

3. Upon completion of enrollment, the Dean, on the basis of the assessment of each student's progress in his/her studies and his/her enrollment in classes (courses), shall make one of the decisions:

a) to enroll in the next semester/stage of study (regular or conditional), if the conditions specified below are met (in principle, there are no exceptions). The minimum amount of ECTS credits conditioning entry to the next semester/stage of study is:

ENGINEERING STUDIES

- for semester 3 43 points,

- for semester 5 105 points¹⁾

- for semester 7 170 points²⁾ (and the ability to complete all outstanding classes/courses in the winter semester is required);

SECOND DEGREE STUDIES

- for semester 2 15 points,

- for semester 3 47 points²⁾ (and the ability to complete all outstanding classes/courses in the winter semester is required);

¹⁾ limitation - the condition for entry to sem. 5 is (regardless of the sum of points) to pass all courses from the subject *BASICS OF CONSTRUCTION STATICS*.

²⁾ limitation - the condition for entry is to undertake all courses giving the right to take the diploma exam

b) about the refusal of registration for the semester/stage of study and the proposal to take a leave of absence,

c) on the granting of a leave of absence (a student's application for a leave of absence is required),

d) on refusal of registration for the next semester and "registration without entry" (after the leave of absence has ended). Note: according to the new Study Regulations of 2022, there will no longer be "registration without entry" from next semester, it will be replaced by "repeating a stage of study." The range of cases in which permission will be granted for "repeating a stage of study" is much more limited than the previous "registration without entry".

e) On refusal of registration for a semester/stage of study and initiation of the procedure for removal from the list of students.

NOTE: in accordance with the new 2022 Study Regulations (para. 26, para. 10), from the next semester, ECTS credits obtained by promotion from higher study stages than the one currently accounted for will not be allowed to be taken into account for registration for a higher semester/stage of study.

4. By no later than September 30, 2022, students who do not meet the condition for entry into a semester/stage of study should apply for a leave of absence (printout from JSOS/Education.CL system). I would like to remind you that a leave of absence is granted only for one semester (write on the application: winter 2022/23 to winter 2022/23 and that a dean's leave can be granted only once after the same semester number. In problematic situations, please contact the Associate Dean for Teaching by email. In exceptional cases, justified by emergency circumstances, an application for a dean's leave of absence, changing an earlier registration for a semester/stage of study, can be submitted until 15/10/2023.

5. The Rules of Study v. 2021 in §17 allows for a maximum of a third realization of a course/assignment under the general rules. A fourth realization of the course (repeating the course for the third time) is also possible. **Failure to complete the course after four or more realizations may be a reason for removal from the student list, due to lack of progress in the course. In order to obtain approval for the 5th realization (fourth repeat), an application should be submitted addressed to Ms. Vice Chancellor for Education. The application should be submitted to the dean's office or a scan of the signed application should be emailed to the appropriate assistant for teaching by 30.09.2022.**

6. Students who need to pursue a thesis retake course should submit a written application for entry into the retake course to the appropriate teaching assistant by 23.09.2022, which must include written consent (signature of supervisor. The FORM can be downloaded on the departmental website under the tab DIPLOMANTS - TO DRAFT. The implementation of the existing topic can be extended for one consecutive semester by submitting a request on a form containing the written consent (signature) of the existing supervisor and his information on the degree of progress of the work (required above 75%). Otherwise, it is necessary to agree on a new thesis topic with a different supervisor than the existing one, and send an application for entry into the repeat course containing the written consent (i.e., signature) of the new supervisor. Lists of thesis topics valid for the entire new academic year 2022-23 have been posted on the departmental website under the Dissertation tab.

NOTE: during departmental enrollment, students independently enroll only in the 1st execution of the thesis after obtaining approval from the supervisor of the selected topic.