

# CONDITIONS FOR ENROLLMENT IN THE WINTER SEMESTER 2024-25 FOR MASTER'S FULL-TIME STUDIES (CEB)

(based on the Study Regulations)

## 1. Dates and Procedures for Submitting Applications

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

- a) by July 9, 2024 (first round) or after the holidays by September 23, 2024 (second round) - Application for registration for the diploma thesis (point 6),
- b) by September 27, 2024 - Application for a dean's leave (point 4),
- c) by September 27, 2024 - Application for permission for the 5th attempt of a course/class (4th repetition) (point 5),
- d) by October 7, 2024 - Application to include courses/classes in the academic record, e.g., those completed in the Erasmus program etc.

**NOTE1:** Applications for resumption of studies, withdrawal from studies, and leaves must be submitted in paper form at the dean's office. Other applications, after being initiated and transferred in the USOS system (if possible), should be submitted in person at the dean's office to Mrs Joanna Dalecka or sent by email from the student's email address (exclusively!) on joanna.dalecka@pwr.edu.pl.

**NOTE2:** If a form is not available in the USOS system, use form files posted on the faculty page under "Studenci - Do pobrania" tab or ask Mrs Joanna Dalecka.

2. **Directly after the end of the session until July 19, 2024**, the Dean will settle the summer semester (stage) for all students, checking the fulfillment of all requirements specified in the study plan for the given stage in the education cycle assigned to the student, especially achieving the specified number of ECTS points. Depending on the results, one of the following decisions will be taken:
  - o To credit the stage and enroll in the next stage of studies (if the student has no ECTS point deficit),
  - o To conditionally credit the stage and conditionally enroll in the next stage of studies (if the student has a deficit of ECTS points not exceeding the permissible deficit),
  - o To conditionally credit the stage administratively and enroll the student in the next stage of studies despite exceeding the permissible deficit of ECTS points (basically concerns only students in the first stage of engineering studies),
  - o To propose granting a dean's leave (in cases where it is not possible to enroll the student in the next stage of studies),
  - o To direct the student to repeat the study stage (if there is no basis for granting conditional credit of the stage and conditional enrollment in the next stage after returning from leave),
  - o To dismiss from the student list.
3. **The minimum sum of ECTS points required for enrollment in the next semester (stage of studies) for Master's full-time studies:**
  - Semester 2: 15 points,
  - Semester 3: 47 points.

Restriction - a condition for enrollment for 3 semester is undertaking all courses that give the right to the diploma exam.

4. **Registration for departmental courses (classes)** has been scheduled for September 10-13, 2024. Information regarding registration for courses/classes for the winter semester of 2024/25 will be provided in a separate announcement. Students who are subject to dismissal proceedings after July 19, 2024, will not be allowed to register for departmental courses.
5. **By September 27, 2024**, students who do not meet the enrollment condition for the semester/stage of studies should submit an application for a leave (signed printout of the application from the USOS system). Leaves are granted for only one semester (stage) of studies, and the total permissible amount of dean's leaves during the entire period of studies is two semesters (stages). In problematic situations, contact the Vice-Dean for Education by email. In exceptional cases justified by unforeseen circumstances, an application for a dean's leave, changing the previous registration for the semester (stage of studies), can be submitted until October 14, 2024.
6. **The Study Regulations allow a maximum of a third realization of a course** (subject) on general terms. A fourth realization of a course (repeating a course for the third time) is also possible. Failure to complete a course (subject) after four or more realizations may be a reason for dismissal from the student list due to lack of progress in studies. To obtain permission for the 5th realization (fourth repeat), submit an application addressed to the Vice-Rector for Education. The application must be submitted at the Dean's Office or emailed as a scanned signed application to [joanna.dalecka@pwr.edu.pl](mailto:joanna.dalecka@pwr.edu.pl) by September 27, 2024.
7. **To carry out the diploma thesis, the selected topic and its supervisor must be approved in the APD system**, and then an application for registration must be submitted at the Dean's Office. Registration for the diploma thesis, including its 1st realization, will be conducted exclusively administratively. For this purpose, submit to the appropriate academic assistant by July 9, 2024 (first round of registration) or by September 23, 2024 (second round of registration) a written application for enrollment in the course with a new topic, which should include a screenshot from the APD system of the positively considered application for approval of the diploma thesis topic. To enroll for a repeat of the diploma thesis with a continuation of the topic from the current summer semester, submit a repeat application, which must include written consent (signature of the supervisor). APPLICATION FORMS can be downloaded from the faculty page under the "Dyplomanci - Do pobrania" tab or "Diplomants" tab. The realization of the current topic can be extended for one more semester by submitting an application on a form containing written consent (signature) of the current supervisor and his information about the progress of the work (required above 75%). In other cases, agree in the APD system on a new topic for the diploma thesis with a different supervisor than the current one. Current information regarding diploma thesis topics for the academic year 2024-25 is available in the APD system.

June 6, 2024

Vice-Dean for Didactics  
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