

INFORMATION ON DEADLINES AND CONDITIONS FOR COURSE COMPLETION IN THE SUMMER SEMESTER 2023/24

1. Important dates for the summer semester 2023/2024:

- **From June 7, 2024:** Opening of individual class groups for entering grades into the USOS system.
- **June 21, 2024:** Final deadline for entering grades for course completions, including thesis work for students planning to take the diploma exam in July.
- **June 25, 2024:** Deadline for completing courses that do not end with an examination (except for lectures).
- **June 25, 2024:** Final deadline for submitting required documents for the diploma exam at the Dean's Office by candidates planning defenses in July.
- **July 3, 2024:** Deadline for passing lectures not ending with an examination.
- **July 8-10, 2024:** Diploma exams for first and second-degree students.
- **July 9, 2024:** Extended deadline for issuing grades for thesis work for students unable to take the diploma exam in July (only with email approval from the Vice-Dean for Didactics).
- **July 10, 2024:** Deadline for submitting the diploma thesis to the repository.
- **July 12, 2024:** Final deadline for entering exam grades into the USOS system.
- **July 16, 2024, at 11:00 PM:** Closure of USOS systems for entering grades.
- **September 23, 2024:** Deadline for submitting applications for enrollment in the repeat course "Thesis."

On February 26, 2024, a schedule of the graduation process was announced, including detailed instructions on how students should submit and transfer documents for defense.

Other important student deadlines regarding enrollments, leave applications, and studying in the next winter semester will be announced in June this year in the announcement concerning the conditions for enrollment for the summer semester 2024-25.

2. Conducting Course Completions

- 2.1. Course completions (courses) and exams can only be conducted in person. Online course completions are not allowed.
- 2.2. It is recommended to communicate grades received from course completions to students individually for confidentiality, using the USOS system, ePortal, or email.
- 2.3. The final deadline for completing courses not ending with exams is the last day of the semester, i.e., June 25, 2024.
- 2.4. Deadlines for completing lectures are extended to the end of the first week of the session, i.e., until July 3, 2024, to allow for the organization of second terms tests. Teachers should schedule these with students in a way that does not conflict with their exams.
- 2.5. Thesis students (diplomants) planning defenses in July 2024 should contact their teachers in advance to agree on earlier completion dates, including repeat courses, to ensure grades are entered into the system no later than June 21, 2024.

3. Conducting Exams

- 3.1. All exams during the summer session of the academic year 2023-24 are scheduled to be conducted in-person. Online exams are not allowed. The exam dates have been provided in the current session schedule and are posted on the faculty website.
- 3.2. Grades from the exams should be entered into the USOS system within the deadlines specified in section 20 of the Study Regulations, and no later than July 12, 2024.
- 3.3. Thesis students planning defenses in July 2024 should contact their teachers in advance to arrange earlier dates for any outstanding exams, to ensure that grades can be entered into the system no later than June 21, 2024.

4. Graduation Process

- 4.1. Diploma exams are generally conducted in-person before the diploma examination committee. In special justified cases, with the Dean's approval, diploma exams may be conducted in the online mode. To obtain such approval, the graduate must submit a request on Form No. 3 of ZW 109/2022 at least 14 days before the deadline for submitting required documents for the diploma exam.
- 4.2. Dates and guidelines for the graduation process were provided in the schedule announced on February 26, 2024. Verification of diploma theses is conducted in the APD - Archiwum Prac Dyplomowych (Archive of Diploma Theses) system. The verification guidelines were provided in ZW 118/2023.
- 4.3. Thesis students should coordinate with their teachers to schedule earlier dates for completing outstanding courses and exams, so that grade entries into the USOS system can be made no later than June 21, 2024.
- 4.4. Thesis students should prepare the text of their diploma thesis in accordance with the "Guidelines for the Preparation of Diploma Theses" (temporary in Polish only) posted on the faculty webpage under the "Dyplomanci" tab.

5. Deadlines for Thesis Evaluations

- 5.1. The detailed schedule for the diploma process for the summer semester 2023-24 was announced on February 26, 2024.
- 5.2. The final deadline for the evaluation of diploma theses is June 21, 2024. In justified cases (e.g., necessary corrections to the thesis), the supervisor may extend the deadline for entering the thesis grade by an additional 2-3 days, provided that the graduate or supervisor coordinates the review process to be completed by June 24, 2024.
- 5.3. The deadline for graduates to submit all required documents for defense to the Dean's Office by June 25, 2024, is firm.
- 5.4. Supervisors are required to enter a grade of 2.0 into the USOS system for graduates who do not receive a positive evaluation for their diploma thesis by June 25, 2024 (end of the semester). The deadline for issuing a grade for the diploma thesis may be extended to July 9, 2024, only based on email approval from the Vice-Dean for Didactics, granted exclusively to graduates who will complete outstanding courses in the next winter semester and submit their theses to the depository.
- 5.5. Thesis students with an insufficient grade for their diploma thesis, unless they are subject to dismissal, should undertake a repeat course in the next winter semester 2024/25 with a new topic or continuation of the current one based on written consent from the supervisor and information on achieving the required progress of the work above 75%. Taking up a new thesis topic is only possible with a new supervisor, different from the previous one.
- 5.6. Diploma theses for the depository must be submitted to the Dean's Office by July 10, 2024, along with other documents (opinion, review, ASAP reports, etc.). Failure to submit the thesis by this deadline will be treated as a ground for dismissal from the student list and the grade for the diploma thesis will be changed to insufficient by the supervisor.
- 5.7. Applications for a repeat "Diploma Thesis" with a continuation of the current topic along with the required supervisor's consent may be submitted or emailed by September 23, 2024, to Mrs Joanna Dalecka. Note: To enroll in a new topic, interested students must also deliver (send) to the dean's office a printout (screenshot) of the approved application for "Approval of the thesis topic" from the APD system. Separate announcements will be made about enrollments for diploma theses in the new semester.
- 5.8. New topics for diploma theses for the academic year 2024-25 are continuously introduced by thesis supervisors (promoters) into the APD system and will also be posted on the faculty webpage under the Dyplomanci / Diplomantes tab.

6. Grade Appeals

- 6.1. A student may, within two working days of the issuance of a grade, file a complaint about the grade to the teacher of the course via university email. The teacher will make any necessary corrections to the grade within two working days of receiving the complaint.
- 6.2. Grade appeals by students are only for notifying teachers of difference between the announced grade, e.g., in an email and the grade entered in the USOS system. It is not permissible for students to appeal grades in order to improve them.

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Vice-Dean for Didactics

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