

**REGULATION OF THE DEAN**

**June 28, 2021**

Re.: Rules of transferring the grades at PJAIT.

**§1**

1. At the Faculty of Information Management, all decisions pertaining to transfers of grades are conducted by the Dean (or a person designated by the Dean).
2. Transfer of grades is based on the decision of the Dean after analysis of the convergence of the program of study and learning outcomes. Transferred courses must meet the minimum program requirements of PJAIT.
3. According to the Rector's regulation, grades that have been received later than 5 years ago, are not transferable. Only full credits (finals grades for a given subject) are transferable. If the student has passed only the tutorials/workshops and has not passed the final exam, it is necessary to pass the whole class (tutorials and exam).
4. Requirements for transferring of grades from a different University or College:
  - Grades must be transferred before commencing studies at PJAIT. This is required to assign the student to the appropriate semester of studies and indicate courses that have to be completed.
  - Grades can be transferred during the course of studies in case of parallel studies at a different University or College.
5. Transfer of grades is based on the following documents:
  - Officially certified Transcript of Records issued by the awarding institution. The form of examination should be clearly indicated for each subject (e.g., exam/pass/etc.) If the transcript of records does not include the above information, please submit a separate officially certified document issued by your institution indicating the required information. Additionally, you should provide information about the grading scales used in your institution (including the indicating lowest and highest possible grades, failing and passing requirements, a link to an official webpage with this information).
  - Submit the students book (if available).
  - Syllabuses of courses from the previous institution.
6. The transfer of grades will take place no later than 3 weeks after providing all required documents.
7. The transfer of a grade of a student already participating in a class is conducted by the course instructor (after approval of the Dean).

**§2**

The Regulation shall enter into force on the date of signature.

Ph. D. Małgorzata Cieciora  
Dean of Faculty of Information Management