

ORDER OF THE DEAN
FACULTY OF NEW MEDIAARTS
14th June 2023

re: organisation of the examination session - summer semester 2022/2023

Due to the upcoming examination session, We would like to remind you about its rules and ask you to follow them:

1. By the end of teaching weeks at Graphics or Interior Design courses, i.e. until **June 23rd** for full-time studies, until **June 18** or **25** for part-time studies, depending on the last day of classes.
2. If the tutor agrees for the retake of the exercises during the examination session, the protocols must be accompanied by a list of eligible students. For these students, the grade 2 (fail) from the exercises should be entered in the final test report, unless they have provided documents indicating that they were unable to pass the semester (only a medical certificate).
3. The examination session takes place on the following dates:

<i>Mode</i>	<i>Session</i>	<i>Retake session</i>
Full-time	03.07 - 07.07.2023	04.09 - 08.09.2023
Part- time	08.07 - 09.07.2023	09.09 - 10.09.2023

All additional examinations **must be held only during the examination session**, on the dates applicable to the given mode of study.

4. Only those students who repeated the lecture part in a given subject at ITN can take the resit examination.
5. **Examination and exercises protocols must be completed electronically only.** Please find attached the rules for completing them and the deadlines for completing them.
6. In the protocols, **please do not leave an empty field (no grade).** If the student did not show up at the class and was enrolled in the group, he should receive a grade 2 (ndst) in the report. This also applies to students mentioned in point 2.

7. On the protocols, there are names of students authorized to pass. **Please do not add other people.** Students who are included in the protocol, but did not report for the exam, receive a fail (2) grade.
8. According to the Dean's order, the exams are held in examination sessions, and the defense of the diploma **thesis takes place no later than September 22nd, 2023.**
9. The condition for allowing the student to the defense is the completion of the study program and the completion of the preparatory defense procedure. **In the absence of a complete set of documents, the student's defense will not be possible.**

Planned start of classes in the winter semester of the academic year 2023/2024 •

In full-time studies - October 2nd, 2023.

• In part-time studies

o 1st and 4th year of first-cycle studies and 1st year of second-cycle studies - September 30th - October 1st

. o 2nd and 3rd year of first-cycle studies and 2nd year of second-cycle studies September 23rd-24th 2023.

Dean of New Media Arts Faculty
dr hab. Ewa Satalecka



*Annex to the Dean's Order of June 14th, 2023
regarding the organization of the examination session*

Rules for completing protocols:

1. All the lecturers are required to fill in the credit and examination protocols electronically. 2. In order to fill in the protocol, log in to the website gakko.pja.edu.pl and enter the "Deanery" tab, and then "protocols".
3. The teacher creates a protocol after selecting a subject from the list of obligatory classes, enters the grades and approves them in the system.
4. Electronic protocols are active on the dates given in the table below.
5. While the electronic report is available, the teacher may enter and correct the marks many times.
6. The grades completed in the electronic protocol are automatically sent to the dean's office database, but they are not yet visible in the reports on the academic results. After completing the grading process, the tutor is required to approve the report by pressing the appropriate button in the system. It is not necessary to sign the paper version of the protocol in the Main Office.
7. The report approved by the teacher or after the following deadlines is blocked, i.e. the teacher cannot introduce changes to it.
8. The leader can create another (revision) protocol only if the previous protocol has been approved. As a result, there is only one "active" protocol for a given class.
9. All protocols must be completed and signed by the dates indicated in the table below. After these deadlines, the possibility of creating and filling in protocols is blocked.

Mode	Exercises	Exams	Retake exercises	Retake exams
Full-time	30.06	14.07	05.09*	15.09
Part-time	30.06	14.07	08.09	15.09

*No later than the day before the exam.

