Regulation of the Dean
January 18, 2024

t.e.: classes declaration principles for the summer semester of the 2023/2024 academic year

In accordance with § 33 sec. 2 the Statute of the Polish-Japanese Academy of Information Technology, the following is ordered:

§ 1.

1. According to the Regulation of the Rector of Polish-Japanese Academy of IT, <u>no thesis defences or diploma examinations are held</u> during the summer semester, i.e. **from March 1 to June 30, 2024.** Thus, all thesis defences and diploma examinations must be completed by **February 29, 2024.**

2. In order for the student to be admitted to the defence it is required that the programme of study, as well as the preparatory defence procedure have been completed.
   In the absence of a complete set of documents, the student's defence will not be possible.

3. Students, who have failed to defend their thesis and diploma examinations by **February 29, 2024** will not have the opportunity to do so until during the next examination session.

4. Declarations of a student's subjects of choice are requests which may be declined. The final decision on a student's classes in the new semester is made by the Dean basing on the student's academic progress.

PRINCIPLES FOR DECLARING SUBJECT OF CHOICE
§ 2.

1. The deadline for the submission of the declaration of classes of choice in the **summer semester 2023/24** (subject retakes, change of specialisation, change of mode of study etc.) is **February 18, 2024**. If the application is submitted after that date, we do not guarantee that the class of choice may be attended in the winter semester.
   According to the Dean's Regulation, applications <u>should only be</u> submitted electronically via the *gakko.pja.edu.pl* system.
   Applications submitted in a different form, i.e. on paper or sent by e-mail, will not be considered.

2. Retaking subjects under a different study mode than that the student has registered for is only allowed according to the following rules:

Student's study mode	Retake mode
Full-time studies	- full-time studies - online part-time studies (not all subjects – see table)
Part-time studies (weekend and Internet)	part-time studies (weekend and Internet); (not all subjects – see table)

It is not allowed to retake full-time programme classes on a part-time programme or vice versa. I enclose the list of subject which can be completed under the ITN arrangement for full and part-time programmes.

3. The students solely retaking subjects under the ITN mode must attend **at least 50% of the classes** in the study mode they have registered for.

4. **Specialisation may not be changed while a semester is in progress.** Applications for change of specialisation must be submitted by **February 18, 2024**. The application must be appended with the relevant Supervisor's written approval of the student's admission to the requested specialisation class, as well as a signature of the Supervisor of the previous specialisation, confirming his knowledge of the student's resignation. We do not guarantee that all the requests for a change of specialisation will be granted. This will depend on the number of candidates who have enrolled for this specialisation.

5. **Where the declared subject for retake is PRO or SEM,** the student must append his/her application with the PRO/SEM form signed by the Supervisor and concerning the progress of the Bachelor's (engineer)/Master's thesis. **Applications missing the appendix shall not be considered.**

6. **A retake of the PRO or SEM subject by a student without student's rights** is only possible for one semester. The application should be appended with the PRO/SEM form signed by the student's Supervisor and confirming the progress of the Project, Bachelor's/Master's thesis. **Applications missing this appendix shall not be considered.**

7. Students who want to return to a full semester after the ITN semester or after the Dean's leave, are required to submit an appropriate application in the application system gakko.pja.edu.pl

8. **Students are kindly requested to carefully consider the subjects they declare for retake.** The principles for resignation from the declared ITNs are laid down in the Regulation of the Rector of February 23, 2009 which stipulates that where a resignation is submitted within 3 weeks of the first day of a semester, the student must pay a resignation fee, and the grade obtained is not included in the records. After this date, the subject selected for retake is deemed as compulsory for the student in that semester, which entails the obligation to pay for it and to pass it. Students who have failed to pass a subject and those who have failed to turn up for the final test will obtain the failing ("2") grade in the official list.

9. The University reserves the right not to launch an elective subject if there are not enough students enrolled in it: in first-cycle studies (required group of 14 students); at second-cycle studies (at least 10 people if the subject is not recommended by the head of specialization).

10. Resignation from an elective subject may be submitted within the first three weeks of the semester.

11. **Examinations must be taken exclusively in the mode for which the student registered.** In exceptional cases, the student may take an examination under a different mode, provided that both teachers involved agree (i.e. the person teaching the subject in the student's current mode and the teacher responsible for the examination).

12. Students who, after completing the entire study program, by the end of the winter semester, **did not complete the first or second cycle studies (i.e. did not pass the diploma examination)** and those who did not submit an application/were not allowed to submit an application for declarations of classes in the next semester (after vacation, after ITN, no promotion) will be removed from the student list.

13. **Only one change of mode of study is possible** while completing a course within the same field of study at PJAIT.

14. Overdue (failed) subjects (classes) should be retaken in the nearest semesters when these subjects are on schedule.

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1ST CYCLE (UNDERGRADUATE) FULL-TIME
COURSES AVAILABLE AS ITN FROM THE CURRICULUM OF ONLINE STUDIES

1st degree studies (full-time engineer)		Possibility of doing the ITN in the Internet part-time mode	
Foreign language	LEK	Decision of Director of Foreign Languages Dept.	
English	ANG	Decision of Director of Foreign Languages Dept.	
Calculus	AM	Calculus (Mathematical analysis)	ANA
Fundamentals of Java Programming	PPJ	Foundations of Java programming	PPJ
Computer Techniques and Architecture	TAK	Computer techniques and architecture	TAK
Introduction to Management and Marketing	WDZ	Introduction to Management and Marketing	WDZ
Introduction to Information Systems	WSI	Not possible	
History and Culture of Japan	HKJ	History and culture of Japan	HKJ
Linear Algebra with Geometry	ALG	Linear algebra and geometry	ALG
Discrete Mathematics	MAD	Discrete mathematics	MAD
Relational Databases	RBD	Not possible	
Object Oriented-Programming and Graphical User	GUI	Object Oriented-Programming and Graphical User	GUI
Programming in C and C++	PJC	Programming in C++ and C#	PRC
Operating Systems	SOP	Operating systems	SOP
Algorithms and Data Structures	ASD	Algorithms and data structures	ASD
Statistical Data Analysis	SAD	Statistical data analysis	SAD
Database Systems	SBD	Database systems	SBD
Digital Systems and Basics of Electronics	SYC	Not possible	
Universal Programming Techniques	UTP	Uniwersal programming techniques	UTP
Computer Networks and Network Programming in Java	SKJ	Computer Networks and Network Programming in Java	SKJ
Artificial Intelligence Tools	NAI	Artificial intelligence tools	NAI
Fundamentals of Python programming	PPY	Fundamentals of Python programming	PPY
Software Design	PRI	Software design	PRI
Legal Foundation of Business	PPB	Legal foundations of business	PPB
Multimedia	MUL	Not possible	
Computer Graphics	GRK	Not possible	
Software Engineering	BYT	Information systems integration and design	BYT
Software Project Management	ZPR	Software Project Management	ZPR
Design and Analysis of Information Systems	MAS	Modelling and analysis of information systems	MAS
Information Systems Security	BSI	Information systems security	BSI
Human-Computer Interaction	ICK	Not possible	
Fundamentals of Computer Simulations	PSM	Foundations of computer simulation	PSM
Database Applications	APBD	Database applications	APBD
Distributed Programming Technologies	TPO	Distributed programming techniques	TPO
Methods of Knowledge Engineering	MIW	Not possible	
Business Process Engineering	IPB	Business proces engineering	IPB
Machine learning foundations	PUM	Machine learning foundations	PUM
Basics of bioinformatics	PBIO	Not possible	
Modelowanie i druk 3D	MDD	Not possible	
Machine learning deployment and AutoML	SUML	Machine learning deployment and AutoML	SUML
Automata and Grammars	AUG	Automata and grammars	AUG
Machine learning operations and system architectures	ASI	Machine learning operations and system architectures	ASI
Content Management Systems	CMS	Content Management Systems	CMS
Internet Technologies (specialization codes: A, IO, E,G)	TIN	Internet technologies	TIN
Advanced Computer Networks (specializ. Codes: B,H,C)	ZSK	Advanced Computer Networks	ZSK
Intelligent Control Systems (specialization codes: D, F)	ISS	Not possible	
Participatory game design	PPG	Not possible	
Database Administration (specialization codes: A, IO)	ABD	Database administration	ABD
Advanced Operating Systems (specialization codes: B, C)	ZSO	Advanced Operating Systems	ZSO
Machine vision	WMA	Not possible	
Unity - design patterns and programming practices	UWP	Not possible	
Programming for Mobile Devices (specializ. codes: G,H)	PRM	Mobile programming	PRM