

**ORDER OF THE DEAN
FACULTY OF NEW MEDIA ARTS
15th January 2024**

re: organisation of the examination session - winter semester 2023/2024

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 **January 30th** for full-time studies, until **February 4th or 5th** 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	05-09.02.2024	12-16.02.2024
Part- time	10-11.02.2024	17-18.02.2024

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 February 29th, 2024.**
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 summer semester of the academic year 2023/2024

- In full-time studies - March 1st, 2024.
- In part-time studies
 - o 1st and 4th year of first-cycle studies and 1st year of second-cycle studies - March 16th-17th.
 - o 2nd and 3rd year of first-cycle studies and 2nd year of second-cycle studies March 9th-10th.

Dean of New Media Arts Faculty
dr hab. Ewa Satalecka



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	04.02	15.02	11.02	22.02
Part-time	08.02	15.02	15.02	22.02

*No later than the day before the exam.