



POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

Faculty of New Media Arts

Dean's Order of July 29, 2024

regarding declaration of the classes for the winter semester 2024/2025

1. In accordance with the Order of the Rector of PJATK, during the winter semester, **i.e. from September 30, 2024 to February 2, 2025, there will be no diploma exams**. All defenses must take place **no later than September 28, 2024**.
2. The condition for admitting a student to the defense is to complete the study program and complete the preparatory procedure for the defense. In the absence of a complete set of documents, the student's defense will not be possible.
3. Students who have not passed the diploma exam **by September 28, 2024** will be able to approach the defense only in the next examination session.
4. Subject declarations submitted by students are only a proposal that does not have to be considered positively. The final decision on registration for the next semester is made by the dean depending on the student's progress in learning.

RULES FOR DECLARING CLASSES FOR THE NEXT SEMESTER:

1. The deadline for submitting declarations regarding classes in **the winter semester 2024/2025** (repeating subjects, changing specialization, changing the mode of study, etc.) **expires on September 15, 2024**. Applications submitted after this date do not guarantee the possibility of starting classes in the next semester. In accordance with the Dean's Order, applications should be submitted only electronically via the gakko.pja.edu.pl system. Applications submitted in other forms, i.e. on paper or sent by e-mail, will not be considered.
2. It is not possible to repeat subjects from full-time studies in part-time studies and from part-time studies in full-time studies.
3. Students who only repeat subjects in the ITN mode must take **at least 50%** of classes in the mode they are registered for.
4. **You cannot change your specialization during the semester.** Applications for a change of specialization must be submitted no later than September 15, 2024. The application must include written consent from the supervisor to admit the student to the requested specialization and a signature from the supervisor from the previous specialization, confirming receipt of the student's withdrawal from this specialization. We do not guarantee that all applications related to a change



POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

ポ ー ラ ン ド 日 本 情 報 工 科 大 学

of specialization will be positively considered, it will depend on the number of students previously registered for this specialization.

5. In the case of declaring the repetition of the subject PRD or ZPGA4, ZP3D4, ZPFA4, ZPM4, ZPGP4, ZPKA4, ZPPM4, the student must submit an application with the consent of all supervisors (main, technical, written work) together with information on the level of advancement of the practical and written bachelor's or master's work.
6. Repeating the subject PRD or ZPGA4, ZP3D4, ZPFA4, ZPM4, ZPGP4, ZPKA4, ZPPM4 without student rights is possible only for 1 semester. The application must be accompanied by a form signed by the supervisor regarding the progress of the project work ending the first or second cycle studies. Applications submitted without this attachment will not be considered.
7. People who wish to return to a full semester after the ITN semester or after a leave of absence are required to submit an appropriate application in the gakko.pja.edu.pl application system.
8. We kindly ask you to consider declaring subjects to be repeated. The rules for withdrawal from declared ITN are included in the Rector's order of 23.02.2009, which states that in the event of withdrawal from classes submitted within 3 weeks from the date of commencement of classes in a given semester, the student is required to pay a withdrawal fee for the ITN, and the grade for this subject is not entered in the grade protocol. After this date, the subject selected for completion in the ITN mode is treated as mandatory for crediting in this semester and the student is required to pay for it and pass it. In the event of failure to pass the subject or failure to pass it, a grade of 2 (ndst.) is entered in the protocol.
9. Withdrawal from an elective subject can be submitted within the first three weeks of the semester.
10. The University reserves the right to suspend an elective subject.
11. Exams should be taken only in the mode for which the student is registered. In special cases, the student may take the exam in a different mode, but this requires the consent of both persons conducting the subject (i.e. the consent of the person conducting the subject in the student's current mode and the consent of the person conducting the exam).
12. Students who, after completing the entire program of studies, have not completed their first or second cycle studies by the end of the summer semester (i.e. they have not passed the diploma exam) and those who have not submitted an application/have not obtained consent for the submitted application regarding the declaration of classes in the next semester (after leave, after ITN, no promotion), will be crossed out of the student list.
13. During the duration of studies at PJATK, only one change of the mode of study is possible in a given field.



POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

ポ
ー
ラ
ン
ド
日
本
情
報
工
科
大
学

14. Delayed subjects (failure to pass tutorials) should be repeated in the next semesters in which these subjects appear.

15. Rules for changing groups:

a) Each student registered for the semester has a guaranteed place in the exercise, lecture and language group. The university reserves the right to reduce the number of groups, which may cause changes in assignments to the above groups.

b) A group change is possible only in the event of a conflict of classes (regular and ITN groups).

c) A request to change the group (containing the new group number) should be sent to the e-mail address of the dean's office (dziekanat@pjwstk.edu.pl). The change will only be possible if there are free places in the requested group.

d) All changes are possible until the end of the first week of classes.