



POLISH-JAPANESE ACADEMY OF INFORMATION TECHNOLOGY

DEAN'S ORDER OF NEW MEDIA ART FACULTY January 22, 2025

Regarding the organization of the examination session – winter semester 2024/2025

Pursuant to § 33, section 2 of the Statute of the Polish-Japanese Academy of Information Technology, the following is ordered:

§ 1 EXAMINATION SESSION RULES

1. By the end of classes, i.e. by January 29 for full-time studies, by January 26 or February 2 for part-time studies depending on the last day of classes, and by February 10 for part-time studies using distance learning methods, grades for the exercises must be issued for all students.
2. In the case of the instructor's consent to a resit for exercise credit during the examination session, a list of students eligible for re-sit must be attached to the protocols. For these students, the grade 2 (fail) should be entered into the protocol unless they provide documentation indicating that they could not attend the credit (only: medical certificate).
3. The winter examination session will be held in the following terms:

Study Mode	Session Dates	Resit Dates
Full-time studies	3.02 - 7.02.2025	10.02 - 14.02.2025
Part-time studies	8.02 - 9.02.2025	15.02 - 16.02.2025

All additional exams must be held only during the examination session within the dates applicable to the respective study mode.

4. Only those students who have repeated the lecture part of the course in the ITN framework are eligible for the re-sit exam.
5. Examination and credit protocols must be completed electronically. Attached are the guidelines for completing them and the deadlines by which grades should be entered.
6. The names of students eligible for credit/exams must be included in the credit/exam protocols. Students listed in the protocol who do not show up for the credit/exam will receive a failing grade.
7. No empty fields should be left in the credit/exam protocols. If a student was absent from classes but was in your group, they should receive a grade of 2 (fail) in the protocol. This applies to students mentioned in section 2 as well.
8. A positive grade in the first term will block the possibility of entering a grade in the resit term. This rule applies to both credit and exam protocols. If a correction needs to be made to a signed protocol, please contact the dean's office to unblock the option.
9. According to the Dean's order, exams and thesis defenses are held during the examination sessions, no

ポ later than February 28, 2025.

10. Grades for diploma subjects are issued by the supervisors of individual students, according to the information provided to the dean's office.

11. The condition for admission to the defense is the completion of the study program and the fulfillment of the preparatory procedures for the defense. If the necessary documents are not submitted, the student's defense will not be possible.

§ 2

SPRING SEMESTER CLASSES

The planned start of classes for the spring semester of the 2024/2025 academic year:

- For full-time studies: March 3, 2025
- For part-time studies:
 - Year I and Year IV of Bachelor's studies, and Year I of Master's studies: March 8 - 9, 2025
 - Year II and Year III of Bachelor's studies, and Year II of Master's studies: March 1 - 2, 2025
 - Using distance learning methods: March 3, 2025

DEAN

dr hab. Ewa Satelecka



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*Attachment to the Dean's Order from January 22, 2025
Regarding the organization of the examination session*

RULES FOR COMPLETING PROTOCOLS ELECTRONICALLY:

1. All instructors are required to complete the credit and examination protocols electronically.
2. To complete an electronic protocol, instructors must log in at gakko.pja.edu.pl and go to the "Dydaktyk" tab, followed by "Protokoły ocen" (Grade Protocols).
3. Instructors can enter grades using one of three available views:
 - a) "Protocols by Group" – includes a list grouped by student groups and their respective courses.
 - b) "Protocols by Subject" – includes a list grouped by subjects, without division into student groups.
 - c) "Protocols by Student" – allows searching for all protocols where a specific student appears.
4. Before entering grades, the instructor must select the appropriate type of protocol (credit, re-sit credit, examination, re-sit examination).

It doesn't matter which view the instructor uses – once a grade is entered, it will appear in protocols opened through any of the above-mentioned views.
5. All available grades in the credit, examination, and re-sit examination protocols must be completed and signed. Completing and signing grades for re-sit credits is optional. Instructors can only complete grades in a re-sit protocol if the previous protocol (basic) was signed with a failing grade or if the grade wasn't signed, and the deadline for signing the basic protocol has passed.
6. Grades in the electronic protocol are automatically saved in the dean's office database after each change, but they are not yet visible in the academic results report or in the student's grade history. After entering all grades, the instructor must finalize them by clicking one of the sign-off buttons located in the student list view in the protocol, in the upper-right corner of the interface.
7. Grades in the protocol can be approved for individual students or collectively for all students in the protocol. While the electronic protocol is available in the system, the instructor can modify unsigned grades multiple times.
8. Modifying unsigned grades in electronic protocols is possible only within the dates provided in the table below.
9. Signing a paper version of the protocol at the dean's office is not necessary.
10. Grades in the protocol, once approved by the instructor or after the deadlines specified below, will be locked, and changes to them will not be possible.



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11. In justified cases, it is possible to unblock signed grades and extend the deadline for signing the protocol. In such cases, please contact the Dean's Office.

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12. All grades must be entered and approved before the dates specified in the table below. After these deadlines, the ability to complete protocols will be blocked, and all previously entered grades will be automatically signed with the protocol closing date.

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Study Mode	Credit Protocol	Examination Protocol	Resit Credit Protocol	Resit Examination Protocol
Full-time studies	31.01	14.02*	9.02	21.02
Part-time studies	7.02	14.02	14.02	21.02

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**No later than the day before the exam.*