

## REGULATION OF THE DEAN

January 23, 2025

t.e.: 2024/2025 winter semester examination session and declaration of subject of choice for the 2024/2025 spring semester.

According to §33 section 2 Statute of PJAiT;

### I. Winter examination session dates:

Examination session	Retake session
3.02 – 7.02	10.02 – 14.02

### II. Spring semester 2024/2025 classes start on: **March 3 rd.**

### III. PRINCIPLES FOR COURSE DECLARATION FOR THE SPRING SEMESTER, Academic Year 2024/2025

Course declarations submitted by students are merely proposals and are not guaranteed to be approved. The final decision regarding enrollment in the next semester is made by the Dean.

1. **Overdue/Outstanding (unpassed, failed) courses should be retaken in the nearest semester under the student's study mode provided the program affords such an opportunity (subject are on schedule). Course from winter semester may be retaken only in next winter semester.** The only exception is foreign language and Final Diploma Project Seminar which can be retaken without this rule.
2. Classes retaken are called in Polish **ITN – Individual Form Mode** (to pass a course).
3. Retaking subjects under a different study mode (on-line) is only allowed in case of language courses (with special agreement from the Foreign Languages Department).
4. In order to be admitted to an extra exam (where first 2 regular exams were failed) student must retake **the ITN lecture-related part** of the subject failed, before the beginning of the semester.
5. **The deadline for the submission of the declaration of classes of choice in the spring semester 2024/2025 is February 16, 2025.** Applications submitted after this deadline do not guarantee the possibility of commencing courses in the spring semester. If approval is granted for a late ITN application, an administrative fee will be applied (according to the Regulation of the Chancellor of PJAiT regarding fee in a given academic year).
6. Students are strongly advised to carefully consider their declarations for courses to be repeated. The rules regarding withdrawal from declared ITN courses are outlined in the Rector's Regulation, which stipulates that if a resignation is submitted within three weeks from the start of classes in a given semester, the student will incur a withdrawal fee for ITN, and the grade for the course will not be recorded in the transcript. After this deadline, a course selected for ITN must be treated as mandatory

for completion in that semester, and the student is obligated to pay for and pass the course. The amount of fee is included in the Chancellor's Regulation regarding fee in a given academic year. If the student fails to attend the assessment or does not pass the course, a failing grade of 2 (unsatisfactory) will be recorded in the transcript.

7. If the student wants **to continue studying after the semester in the "ITN only" mode (or after a leave), the student must submit a declaration for enrollment for the next semester. The promotion of such students is not "automatic"**. After submitting the declaration by the Student, the decision regarding the conditions of enrollment for the next semester is made by the Dean.
8. **During the semester, changes to the specialization area or the thesis supervisor are not permitted.** Requests for such changes must be submitted by February 16, 2025. Approval of all requests is not guaranteed and will depend, for instance, on the number of students already enrolled in the requested specialization area. In the case of a change of thesis supervisor, the student is required to inform the current supervisor of the change and obtain consent from the new supervisor. Any program differences resulting from a change in the specialization area must be addressed if applicable.
9. If a student has **not passed the Final Diploma Project Seminar**, they may repeat it as part of individual consultations with the supervisor to complete the diploma thesis and take the diploma exam. This course can be repeated regardless of whether it is currently offered in a given semester (e.g., SEM2pd located in the program in the summer semester can be taken in an additional retake winter semester for the student). In this case, each time, the student must obtain the Dean's consent to take the course in the form of ITN and be entered on the student list by the Dean's Office.
10. A student who has completed all program requirements (*absolutorium*), except for passing the Final Diploma Project Seminar, may apply for the resumption of studies within a period not exceeding two years from the date of removal from the student list (due to failure to take the diploma examination within the prescribed timeframe) without the obligation to make up program differences.
11. The completion of Final Diploma Project Seminar under the "**non-student status**" arrangement may only last for one semester. The following deadlines apply for the defense of diploma theses for such students: October (following the spring semester), provided the diploma thesis is submitted by the end of September and the student is officially re-registered on the student list; March (following the winter semester), provided the diploma thesis is submitted by the end of February and the student is officially re-registered on the student list.
12. **Students who fail to achieve promotion and do not submit an application for the continuation of their program** by February 16, 2025, will be removed from the student registry at the end of the winter semester of the 2024/2025 academic year. Consequently, they will not be permitted to attend classes during the spring semester (Article 108(3) of the Act on Higher Education).

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