

**SCHEDULE OF DIDACTIC ACTIVITIES - winter semester 2026/27**  
related to the course of the didactic process  
at the Faculty of Management of Wroclaw University of Science and Technology

Please submit all documents and letters to the Dean's Office, p. 405, building B-4. Please send electronic documents and information to [wydz.zarz@pwr.edu.pl](mailto:wydz.zarz@pwr.edu.pl).

The winter semester starts on 1 October 2026, and runs until 28 February 2027. Organized classes start on 2 October 2026 and run for 15 weeks until 3 February 2027. Organized classes for students in 7th semester of first-cycle studies last 10 weeks (5 even and 5 odd) until 15 December 2026.

The examination session lasts 13 working days and runs from 4 February 2027 to 22 February 2027, plus three Saturdays (6 February, 13 February, 20 February 2027). The examination session for students in the 7th semester of first-cycle studies lasts 13 working days and runs from 16 December 2026 to 18 January 2027, plus two Saturdays (19 December 2026 and 9 January 2027).

The winter-semester break lasts four working days and runs from 23 February 2027, to 8 February 2027.

**General schedule**

| Date                                                   | Responsible                                        | Action                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>monthly, by the 7th day of the following month</b>  | Head of Department                                 | Submit to the Dean's Office a monthly absence statement for all academic teachers, doctoral students and associates of the Please send current information about substitutions directly to:<br>- <b>K43, K47, K48, K84, K94, K99, K100</b> Ms Anna Winiarska: p.1a15 in building B-4 to <a href="mailto:anna.winiarska@pwr.edu.pl">anna.winiarska@pwr.edu.pl</a> |
| <b>monthly, by the 10th day of the following month</b> | Dean's Office                                      | Verification of the formal correctness of absence lists for academic teachers, doctoral students and associates of individual departments. Forwarding them to the Department Heads for possible correction.                                                                                                                                                      |
| <b>the whole academic semester</b>                     | Dean, ViceDean for Students, VicDean for Education | Receiving applications for intervention lesson auditing/visitation..                                                                                                                                                                                                                                                                                             |
| <b>by 02.10</b>                                        | Dean's Office                                      | Provide the Department Heads with a personal accounting of consultation hours in accordance with the Work Regulations                                                                                                                                                                                                                                            |
| <b>by 09.10</b>                                        | Head of Department                                 | Providing consultation hours in accordance with the Work Regulations.<br>- Ms Anna Stembalska : <a href="mailto:anna.stembalska@pwr.edu.pl">anna.stembalska@pwr.edu.pl</a>                                                                                                                                                                                       |
| <b>by 22.10</b>                                        | Lecturer/academic teacher                          | Signing by the academic teachers and doctoral students the teaching assignments. The assignments should be signed personally:<br>- Lecturer/academic teacher Ms Anna Winiarska: p.1a15 in building B-4;<br>- <u>Doctoral students: Ms Paulina Kostrzewska- Bobeł : p.420 w bud. B-4</u>                                                                          |
| <b>by 23.10</b>                                        | ViceDean for Education                             | Submitting to the Dean of the Faculty a proposal of the Framework Schedule of Lesson Observations                                                                                                                                                                                                                                                                |
| <b>by 23.10</b>                                        | Lecturer/academic teacher                          | Arrangement (by e-mail) of the examination dates in the summer exam session with the Didactic Planning Section: <b>K43, K47, K48, K84, K94, K99, K100</b> : Mrs Ewelina Kozubek: <a href="mailto:ewelina.kozubek@pwr.edu.pl">ewelina.kozubek@pwr.edu.pl</a>                                                                                                      |
| <b>by 29.10</b>                                        | Proxy of the faculty                               | Providing the Vice-Dean for Education with the proposal of elective courses to be launched in the summer semester 2026/2027, along with the staffing of classes and limits for each course for the first and second-level programmes                                                                                                                             |
| <b>by 29.10</b>                                        | Dean                                               | The Dean of the Faculty forwards the approved Framework Schedule of Lesson Observations for the information of academic teachers, doctoral students and specialists from outside the University                                                                                                                                                                  |
| <b>6.11</b>                                            | Dean's Office                                      | Survey of elective courses launched in summer semester 2026/27 in the USOS IT system                                                                                                                                                                                                                                                                             |
| <b>04-06.11</b>                                        | Vice Dean for Education                            | Transmission of cover letters together with protocols to the chairs of the lesson observation teams                                                                                                                                                                                                                                                              |

| Date                                                                                                                              | Responsible               | Action                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| by 13.11                                                                                                                          | Proxy of the faculty      | Announcement of the results of the elective courses survey - Proxy of the faculty submits a written proposal of the elective courses to be launched in the summer semester 2026/2027                                                                                                                                                                           |
| 6.11-11.12 (for the 7th semester)<br>6.11-15.01(for classes in the 15-week calendar)                                              | Lesson observation Team   | The lesson observation team conducts the observation of the classes after reviewing the current Subject card. In the course of the observation, a protocol of the observation is drawn up (Appendix no. 2 ZW 117/2023), which, with a set of signatures, is immediately handed over with confidentiality to the to Ms Anna Stembalska, room 1a16C, building B4 |
| by 05.12                                                                                                                          | Proxy of the faculty      | Provide proposal for appointment of reviewers, thesis- diploma exam January/July 2027                                                                                                                                                                                                                                                                          |
| by 12.12                                                                                                                          | Dean                      | Appointment of thesis reviewers- diploma exam January/July 2027                                                                                                                                                                                                                                                                                                |
| Until 12:00 pm on January (VII semester)                                                                                          |                           | Submission of the thesis by students via APD<br>Before submission to APD, the thesis must be approved by the thesis supervisor                                                                                                                                                                                                                                 |
| immediately                                                                                                                       | Lecturer/academic teacher | Return of originals by the thesis supervisor to the Dean's Office:<br>- diploma thesis evaluation -printout from the APD system<br>- signed printout of the general report and the report from anti-plagiarism testing<br>Documents for English-speaking students must be submitted in Polish (a bilingual version is also possible)                           |
| immediately                                                                                                                       | Lecturer/academic teacher | Returning to the Dean's Office the original forms: diploma thesis evaluation, review - printed from the APD system<br>Documents for English-speaking students must be submitted in Polish (a bilingual version is also possible)                                                                                                                               |
| 28.02-03.02.2027 (VII semester)<br>11-12.02.2027(for students scheduled to complete their studies in the 2025/26 summer semester) | Lecturer/academic teacher | Dipoloma exams                                                                                                                                                                                                                                                                                                                                                 |
| by 17.02                                                                                                                          | Lecturer/academic teacher | Confirmation by academic teachers and doctoral students with their handwritten signatures on the course in the Dean's Office:<br>- Lecturer/academic teacher Ms Anna Winiarska: p.1a15 in building B-4;<br>- <u>Doctoral students: Ms Paulina Kostrzewska- Bobeł : p.420 w bud. B-4</u>                                                                        |