

**Schedule of activities**

**in the summer semester of the academic year 2023/2024**

The summer semester starts on 28 February 2024 and runs until 30 September 2024.

Full-time studies During the first week of classes, i.e. from 28 February 2024 to 5 March 2024, teaching takes place in a mixed cycle. The first hour in the teaching block follows the timetable of the odd week and the second hour follows the timetable of the even week.

**IMPORTANT!**

From the 3rd of October 2023 all students are obliged to use the USOS system.

**Payments** related to studies are made to individual accounts indicated in USOS system.

Application instructions are available at https://web.usos.pwr.edu.pl under the “News” tab “downloadable documents” (for example: [Attachment for recognition of subject as part of the academic achievements](https://web.usos.pwr.edu.pl/files/ZALACZNIK_UZNANIE_PRZEDM_DOROBEK.xls)).

Other aplications are available on: <https://wz.pwr.edu.pl/studenci/dokumenty-do-pobrania>

The signed paper version of the application form should be submitted to the Dean’s Office of the Faculty of Management

**Łukasiewicza 5 (building B4 rooms 1a8 - 1a9)**

**50-370 Wrocław**

or to the correspondence box located on the mezzanine in front of the Dean’s Office, room 1.a.8, by the deadline indicated in the table below:

* **the date of application submission to the Dean’s Office is decisive**

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| --- | --- |
| 28.02.2024 | The beginning of summer semester 2023/2024 |
| within 14 days from the date of charging the course fee | Paying fees for repeated courses |
| within 5 days from the date of charging fee | Submitting the application for payment in instalments according to ZW72/2023 §31 |
| during the first classes of the semester | Person conducting the course/final course in a group of courses specifies and communicates to students the **detailed conditions and time limits** for getting credit for the course/group of courses, including the rules of attending classes organized at the University. Detailed conditions for getting credit are to correspond to those from the subject card. Moreover, the course tutor determines how students will be informed about their grades (partial courses results), i.e. via the ICT system or the individual student electronic mail - Study Regulations, § 16 item 4 |
| social matters | All social matters (social scholarships, scholarships for disabled students, allowances, dormitories) and academic scholarships of the Rector are handled by the Department of Material Assistance for Students and Doctoral Students - in r. 1.04, building C-13, phone no. 71-320-44-95 http://prs.pwr.edu.pl |
| by 1.03.2024 | Submission of collective applications to start repeat courses. Each application should be accompanied by:  - a list of names of students  - a consent of the teacher  - a consent of the faculty supervisor:  for Management - Rafał Miśko, PhD  for Management Engineering - Wiesław Dobrowolski, PhD Eng.  - an agreed date  - room reservation (phone no. 71-320-42-77 in room 1a16B building B-4) |
| by 1.03. 2024 | - Submission of applications for the possibility to pass a course without taking classes - in accordance with the Rules of Studies §16, p.14.  - Submission of applications for recognition of achievements. Application for recognition of subjects should be submitted in the semester in which the subjects indicated in the application are to be completed.  - Submission of applications to repeat a semester. The conditions are specified in the Regulations of studies §28, p.2. |
| by 15.03.2024 | Specifying the topic of the diploma thesis - diploma examination July 2024 - is possible in the initial period of its implementation - in accordance with the Study Regulations §35 point 9. The topic is specified by the supervisor, in consultation with the student, by reporting a change of the topic to the Plenipotentiary for the field of study. |
| by 22.03.2024 | Informing students of proposed exam dates by the instructors - in accordance with the Study Regulations § 18 point 3.  In accordance with the Study Regulations § 11 point 18 - the schedule of the examination session is determined by the Dean. |
| by 24.03.2024 | Publication of the components of the diploma examination approved by the Dean – St. Reg. § 37 p. 1 |
| by 25.03.2024 | Conducting surveys in the USOS system regarding elective classes in the winter semester 2024/2025 |
| by 05.04.2024 | Announcement by the Dean of the examination session schedule for winter semester 2023/2024 |
| by 12.04.2024 | Publication of the list of organised classes of winter semester which will be subject to the student opinion survey ZW 65/2023 |
| 22.11.2023 | Conductingin USOS system the survey of the elective courses for the summer semester 2023/2024 |
| by 26.04.2024  first-level studies  field of study Business engineering  second-level studies  field of study Management  **diploma exam - July 2024** | Student together with the supervisor clarifies the topic of the diploma thesis. Supervisor enters the topic of the diploma thesis into the [APD system](https://apd.usos.pwr.edu.pl/?_s=1) and indicates the reservation for the student who will realise the submitted topic.  **Attention**! Before passing the topic to be approved by the Programme Committee the supervisor and student needs to sign the application in APD. |
| by 24.05.2024 | Approval of diploma theses topics by the Programme Committee in the APD system - diploma examination January 2025 and July 2025 |
| by 2.06.2024 | Resumption to defend the diploma thesis in the July 2024 examination session. – for people who have completed the course of study but have not taken the diploma examination |
| by 17.06.2024 | The student, after obtaining the promoter's approval, submits to the Dean's Office an  - Application - extension of the deadline - thesis (Based on PWr study regulations §35 p.22),  Deadline for entering the thesis into APD until 26.06.2024.  Submission of documents to the Dean's Office by 02.07.2024.  Diploma exams 8-12.07.2024 |
| by 21.06.2024 | The student enters the thesis through the APD system and sends it to the thesis supervisor for approval.  Upon acceptance of the thesis by the thesis supervisor, the thesis supervisor submits the thesis for checking in the anti-plagiarism system and has the thesis examined.  According to the Regulations of the University §33 p.1 paragraph 3:  *"Failure to submit the thesis on time, in accordance with the procedure described in par. 35 para. 12, is a premise for removal from the student list''.* |
| by 25.06.2024 | Entering credit grades in USOS for students- in accordance with the Rules of Study § 20 p. 7 |
| **by 27.06.2024** | Student submits to the Dean’s Office -bud. B4 room 1a8-1a9  **Archival diploma thesis**, which should be submitted as follows (1-5):  1. [title page](https://wz.pwr.edu.pl/studenci/dyplomanci/wymagania_prace_dyplomowe) Note: the first part of the table on the title page, i.e. “thesis supervisor” should be left blank. The part of the table “final grade for the diploma thesis” should be left blank - the name of the Chairperson of the diploma examination committee and the grade on the archival copy of the diploma thesis will be entered during the diploma examination.  2. the thesis should be printed on both sides ([according to the editorial guidelines](https://wz.pwr.edu.pl/fcp/mGBUKOQtTKlQhbx08SlkTUQZDUWRuHQwFDBoIVURNFDgPW1ZpCFghUHcKVigEQR1BXQEsKTwdAQsKJBVYCRlYdxdFDy4Z/221/public/main/dyplomowanie/wymogiwytyczne_strtytulowe/requirements_for_diploma_theses_dissertations.docx))  3[. statement concerning the compatibility of the printed diploma thesis with the texts provided in the files and that the submitted diploma dissertation is entirely their own work](https://wz.pwr.edu.pl/fcp/DGBUKOQtTKlQhbx08SlkTUQZDUWRuHQwFDBoIVURNFDgPW1ZpCFghUHcKVj0GQR1BXQEsKTwdAQsKJBVYCRlYdxdFDy4Z/221/public/main/dyplomowanie/23-24/zw_118_2023-z1.docx) 4. [a statement concerning consent to share](https://wz.pwr.edu.pl/fcp/DGBUKOQtTKlQhbx08SlkTUQZDUWRuHQwFDBoIVURNFDgPW1ZpCFghUHcKVj0GQR1BXQEsKTwdAQsKJBVYCRlYdxdFDy4Z/221/public/main/dyplomowanie/22-23/zw_62_2021-z_oswo_udostpd_ang.docx)  In addition, student must submit:  - a printed scope of the diploma examination,  - a statement of overall grade point average - if not all the grades are obtained, the student must submit a signed document without the average. After all grades have been accepted, the student immediately submits the information about the average on [W8N.egzamindyplomowy@pwr.edu.pl](mailto:W8N.egzamindyplomowy@pwr.edu.pl).  - [a statement concerning consent to share (2nd copy)](https://wz.pwr.edu.pl/fcp/DGBUKOQtTKlQhbx08SlkTUQZDUWRuHQwFDBoIVURNFDgPW1ZpCFghUHcKVj0GQR1BXQEsKTwdAQsKJBVYCRlYdxdFDy4Z/221/public/main/dyplomowanie/22-23/zw_62_2021-z_oswo_udostpd_ang.docx)  - [statement concerning the compatibility of the printed diploma thesis with the thesis provided in the files and entered to APD system (2](https://wz.pwr.edu.pl/fcp/DGBUKOQtTKlQhbx08SlkTUQZDUWRuHQwFDBoIVURNFDgPW1ZpCFghUHcKVj0GQR1BXQEsKTwdAQsKJBVYCRlYdxdFDy4Z/221/public/main/dyplomowanie/23-24/zw_118_2023-z1.docx)[nd](https://wz.pwr.edu.pl/fcp/DGBUKOQtTKlQhbx08SlkTUQZDUWRuHQwFDBoIVURNFDgPW1ZpCFghUHcKVj0GQR1BXQEsKTwdAQsKJBVYCRlYdxdFDy4Z/221/public/main/dyplomowanie/23-24/zw_118_2023-z1.docx) [copy)](https://wz.pwr.edu.pl/fcp/DGBUKOQtTKlQhbx08SlkTUQZDUWRuHQwFDBoIVURNFDgPW1ZpCFghUHcKVj0GQR1BXQEsKTwdAQsKJBVYCRlYdxdFDy4Z/221/public/main/dyplomowanie/23-24/zw_118_2023-z1.docx)  - the statement that the submitted diploma dissertation is entirely their own work(2nd copy) - signed general report - conclusions for the thesis submitted for analysis **signed and delivered to the dean’s office by the supervisor (ZW115/2022)**  - receipt of a payment for issuing the “diploma set” in amount of 60 PLN – **The payment does not apply to students who started the studies after 01.10.2019.**  - application for issuing the so-called diploma set - printed from JSOS system  - 2 copies of the form concerning the participation in the survey into the professional life of the graduates of WUST - according to ZW 39/2012 the application available on the website of the Career Office (one should register on the website of the Career Office, fill in the personal data, mark whether one agrees to the professional life degree analysis or not, print out 2x and sign),  - students provide to the dean’s office the photocopies of their special achievements to the Diploma Supplement ( e.g. awards, internships, apprenticeships, publications, scientific clubs etc.).  Note: student’s exchange programmes or scholarships are not an achievement.  Copies of the documents certifying those achievements should be attached to the set of the documents.  **Important: The supervisor submits the review to the Dean's Office by the 25.06.2024 and informs the student about its result. The reviewer prepares a review and forwards it to the Dean's Office by the 01.07.2024 and informs the promoter and the student about the result of the review.**  Failure to submit the documents in a paper form - traditional post or courier - to the indicated address makes it impossible to conduct the diploma examination. |
| from 26.06.2024 to 13.07.2024 | The examination session |
| 05-12.07.2024 | Diploma examination |
| by 12.07.2024 | The deadline for submitting an application for transfer from another faculty to the Faculty of Management. The application, along with the proposed academic record (the aforementioned applications require the approval of the Dean of the home faculty) should be submitted by 14.07.2023 to the Dean's Office of the Faculty |
| by 12.07.2024 | Students of the last semester of studies who did not defend themselves as planned in the summer semester 2023/2024 and did not submit an application for dean's leave by July 12, 2024 will be removed from the student list |
| by 12.07.2024 | Submitting applications to the Dean's Office for dean's leave and resumption in the winter semester 2024/2025 We would like to remind students that in accordance with § 27 p.13- Students who are on dean's leave may be required by the Dean to pursue outstanding courses in accordance with the procedure described in § 22 |
| 14.07-30.09.2024 | Semester break |
| by 15.09.2024 | Enrollment in USOS for departmental and university-wide courses |
| **- timely submission of documents is determined by the date of submission of the application to the Dean's Office** | | |