



Wydział Zarządzania



Politechnika
Wrocławska

DIDACTIC MEETING

Summer semester 2022/2023
27.02.2022 r.





Organization of the summer semester 2022/2023

Organized classes start on 28th February 2023 with an odd week and run for 15 weeks (8 odd and 7 even numbered weeks) until 27th June 2023.

CHANGE: in the 15-week calendar - from 28.02-06.03.2023:

groups from **odd weeks** have only **the first hour** of class,
groups from **even weeks** have only **the second hour** of class.



Examination session includes:

- Examination session includes 13 working days and lasts from 28th of June 2023 to 16th of July 2023 and 3 Saturdays (1st, 8th and 15th of July 2023).





The Academic Calendar – summer semester 2022/23

In the first week of classes i.e. from 28th of February 2023 to 6th of March 2023, teaching classes are held in a mixed cycle.

	FEB	MAR	APRIL				MAY				JUNE				JULY					
MON	27	6 Mon/O	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26 Thu/E	3	10
TUE	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27 Fri/E	4	11
WED	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21 Mon/E	28	5	12
THU	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13
FRI	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14
SAT	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15
SUN	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16
E - EVEN O - ODD	O	E	O	E	O	E	O	E	O	E	O	E	O	E	O	E	O	E	O	E

■ Holidays ■ Additional days off ■ Changes ■ Session ■ Semester break





Mode of work in the summer semester

All classes in the summer semester 2022/2023 are held on a stationary mode (including transferred classes).

Those affected have already received a separate email.

Exceptions to this are subjects whose remote mode of delivery is determined by the study program.

All classes in your subject must be conducted:

- you can transfer classes to another date;

- you can find a person to replace you in class;

In any case, you must have the approval of the Head of the Department.





Mode of work in the summer semester

During the classes, you can use the platform for remote education (to post study materials for students or take a knowledge test) - <https://eportal.pwr.edu.pl/?lang=en>

as well as the communication platform to consult with students or graduate students – MS teams or ZOOM - <https://pwr-edu.zoom.us/>





Work mode - remote education

ePortal.pwr.edu.pl

- Courses from previous semesters archived, access via site
- archive-eportal.pwr.edu.pl
- Courses in JSOS - Automatic import from JSOS (as in previous semesters), hidden by default;
- Courses in USOS: Subjects set up independently by Lecturers using USOS (moodle integration with USOS will provide the ability to independently create and manage groups within subjects in USOS), requires login via USOS;
- Courses other than the above are set up at the request of the Lecturer;
- Common help-desk for ePortal/ZOOM/MS Teams: zdalne@pwr.edu.pl

MS Teams oraz VC/ZOOM

- Imports by the IT department of class groups and students from USOS and JSOS systems.





Organization of first classes



The course instructor shall, during the first class of the semester (teaching period), inform the students about (Study regulations, para 16):

1) detailed rules for passing the course;

2) rules on attendance, including the limit of allowed absences from classes, the procedure

for excusing absences and the way in which absences are made up, subject to the rules

laid down in sec. 8;

3) forms, manner and rules for the validation of learning outcomes, including possible

conditions for admission to examinations;

4) rules for communicating grades established by the subject coordinator.



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WWW.WZ.PWR.EDU.PL – didactic schedule

Wrocław University of Science and Technology

Faculty of Management

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[Fields of studies](#) [How to apply?](#) [Academic calendar](#) [Study regulations](#)

Employees

- Semester schedule
- Diploma
- COVID-19 - How to proceed

Search

Search

Search on this site

Search

[Home > Employees](#)

Semester schedule

- Schedule of didactic activities - winter semester 2022/2023 - Didactic meeting presentation
- Diploma procedure - winter semester 2022/2023
- Diploma procedure (HRM, OM) - winter semester 2022/2023
- Diploma procedure (BI) - winter semester 2022/2023

Print

Politechnika Wrocławska

Wydział Zarządzania

[Strona główna](#) [O Wydziale](#) [Kandydaci](#) [Studenci](#) [Doktoranci](#) [Pracownicy](#) [Badania](#)

O Wydziale

- Aktualność
- Profil Wydziału
- Władze
- Rada Konsultacyjna
- Struktura organizacyjna
- Zarządzenia Dziekana**
 - Zarządzenia Dziekana (09.2020-06.2021)
 - AMA - Ask Me Anything
 - Praktyczna Strona Biznesu
 - Wydziałowy System Zapewnienia Jakości Kształcenia
 - Rada Dyscypliny Nauk o Zarządzaniu i Jakości
 - Media o nas
 - Galeria zdjęć

Zarządzenia Dziekana

[Strona główna > O Wydziale](#)

- Zarządzenie Dziekana nr 13/DZ/2020-2024 - w sprawie powołania Koordynatora programu Erasmus (pdf), (docx)
- Zarządzenie Dziekana nr 12/DZ/2020-2024 - w sprawie powołania wydziałowej Komisji ds. okresowej oceny nauczycieli akademickich PWr (pdf), (docx)
- Zarządzenie Dziekana nr 11/DZ/2020-2024 - w sprawie harmonogramu oceny pracowników Wydziału Zarządzania (pdf), (docx)
- Zarządzenie Dziekana nr 10/DZ/2020-2024 - w sprawie powołania Pełnomocnika ds. współpracy z otoczeniem (pdf), (docx)
- Zarządzenie Dziekana nr 9/DZ/2020-2024 - w sprawie obniżki pensum zgodnie z regulaminem programu Tertius (pdf), (docx)
- Zarządzenie Dziekana nr 8/DZ/2020-2024 - w sprawie powołania Koordynatora programu Erasmus+ (pdf), (docx)
- Zarządzenie Dziekana nr 7/DZ/2020-2024 - w sprawie zasad zachowania pracowników Wydziału Zarządzania (pdf), (docx)
- Zarządzenie Dziekana nr 6/DZ/2020-2024 - w sprawie powołania Zespołu ds. programów studiów podyplomowych (pdf), (docx)
- Zarządzenie Dziekana nr 5/DZ/2020-2024 - w sprawie powołania i zakresu obowiązków Pełnomocnika ds. trudnych (pdf), (docx)
- Zarządzenie Dziekana nr 4/DZ/2020-2024 - w sprawie powołania i zakresu obowiązków Pełnomocników ds. kierunków (pdf), (docx)
- Zarządzenie Dziekana nr 3/DZ/2020-2024 - w sprawie powołania Rady Konsultacyjnej Wydziału (pdf), (docx)
- Zarządzenie Dziekana nr 2/DZ/2020-2024 - w sprawie nowego schematu struktury administracji (pdf), (docx)
- Zarządzenie Dziekana nr 1/DZ/2020-2024 - w sprawie powołania i zakresu obowiązków Prodziekanów (pdf), (docx)

Important documents that regulate work in the semester can be found on the website.





Didactic schedule

do 14.03	Signing by the academic teachers and doctoral students the teaching assignments for the summer semester 2022/2023 according to ZW 83/2022 §6 para.6.5.2.2 The assignments should be signed personally: Ms Anna Winiarska: p.1a16B in building B-4;
do 20.03	Providing consultation hours in summer semester 2022/2023 in accordance with the Work Regulations. - Ms Anna Winiarska: p.1a16B in building B-4 to anna.winiarska@pwr.edu.pl
do 30.03	Revision of consultation hours
do 31.03	Arrangement (by e-mail) of examination dates in the summer session with the Didactic Planning Section - Ms Elżbieta Bator-Szczurowska, elzbieta.bato-szczurowska@pwr.edu.pl
do 05.07	Confirmation by academic teachers and doctoral students with their handwritten signatures on the course assignment form for the winter semester 2021/2022 (ZW 97/2021 §6 p.6.5.4) in the Dean's Office: Ms Anna Winiarska: p.1a16B in building B-4
credits to 27.06 exams to 16.07	Entering grades in the Jsos and Usos system.





Consultations hours

Consultations can be conducted in a remote, synchronous form, with at least 50% of the planned hours traditional consultations



An academic staff member employed in a research-teaching position and teaching position:

- **up to 5 teaching hours per week- 2 hours of consultation per week,**
- **above 5 hours of classes - 4 hours of consultations per week**

Consultation hours are calculated according to the formula:

$$\text{Number of hours per week} = \frac{\text{sum of teaching hours assigned in a semester without thesis}}{\text{number of weeks (17*)}}$$

The duration of consultations in one day cannot be shorter than 1 hour, conducted without a break, and no longer than 3 hours.

Consultation hours may be conducted in a remote, synchronous format with at least 50% of the scheduled consultation hours conducted in a traditional format.

*also during the session





Lecturing hours

Research-teaching position:	
Professor	180 annually hours
Vissiting professor, Associate Professor , Assistant Professor	225 annually hours
Research assistant	240 annually hours
Teaching position:	
Professor	270 annually hours
Associate professor, visiting professor,	300 annually hours
Assistant, assistant professor	330 annually hours
Docent	300 annually hours
Senior lecturer, lecturer, visiting lecturer	330 annually hours
Teachers and instructors	510 annually hours





Overtime lecturing hours

Overtime hours is defined as hours actually completed in excess of the full-time teaching hours.

In accordance with the Work Regulations (ZW 40/2022), hours worked in excess of the reduced working hours, but up to the amount resulting from slide 12, do not constitute overtime hours!

- ! Persons who participate in programs that result in a reduction teaching hours are asked to submit applications to the Dean of Faculty immediately. Applications should be submitted annually!



Overtime lecturing hours

In special cases justified by the need to complete a study programme, academic staff employed in a research and teaching position and in a teaching position shall be obliged to teach courses overtime to a maximum of

- 1) 1/4 of the annual lecturing hours for a research and teaching employee;
- 2) 1/2 of the annual lecturing hours for a teaching staff member.

Delegation of a teaching assignment of more than 125% of the lecturing hours for research and teaching employees, more than 150% of the teaching salary for teaching employees, **requires the consent of the employee in a written form.**



You sign such consent or lack thereof on teaching assignments



Diploma thesis - calculatory hour

- **8 hours** for **engineering** thesis supervision,
- **8 hours** for a **bachelor's** thesis supervision,
- **12 hours** for supervising a **Master's** thesis
(6hrs Diploma Thesis I + 6hrs Diploma Thesis II)

If you take care of a graduate student, you receive additional hours as worked.



- the total number of calculation hours for the diploma thesis may not exceed 120 hour annually for all theses.
- in exceptional situations, with the approval of the Vice-Rector responsible for education, the number of calculation hours for thesis supervision for a given supervisor may be raised to 180 hours per year.



Dean's plenipotentiaries

People who can
help you solve
various problems
in the fields of
study.

Dean's Representative for Difficult Matters: Anna Sałamacha, Ph.D Eng.

Erasmus Coordinator: Anna Skowrońska-Szmer Ph.D

Faculty Representatives:

- **Management Engineering** Wiesław Dobrowolski, Ph.D Eng.
- **Management** Adam Świda, Ph.D Eng.
- **University-wide subjects** Katarzyna Zahorodna, Ph.D

You can print
or copy
materials for
classes with
students

Departmental Secretariat - Dorota Demkowska (correspondence, printouts, photocopying) - B-4, room 406.





Faculty functioning - USOS - employees

For now, we have two it systems to serve students - where you give grades.

Work with a student from 1/10/2022

- Individual schedule of the teacher - available in JSOS;
- Student service in JSOS and USOS;
- **In USOS** - students of the doctoral school;
- **In USOS** - students recruited from ra. 2022/2023;
- **In JSOS** - students recruited before ra. 2022/2023;
- **In JSOS** - students pursuing repeat courses that are in 1st semester plans;
- **In JSOS** - doctoral students;
- **In APD** - handling the graduation process;



Faculty functioning - USOS - employees

We have two
IT systems to
serve students

Students, who started their studies from 1.10.2022r.

- Entering final grades in the USOS system;
- Sending messages in the USOS system and conducting correspondence via e-mail;
- Submitting the topic of the diploma thesis in the APD system;
- Implementation of the diploma process in the APD system (process of thesis analysis and review);
- Complaints about the final grade reported by email;

Students, who started their studies before 30.09.2022r.

- Entering final grades in the JSOS system;
- Receiving messages in the JSOS system and via e-mail;
- Implementation of the diploma process in the APD system (process of thesis analysis and review), examination protocol in JSOS;
- Complaints of the final evaluation in the JSOS system;



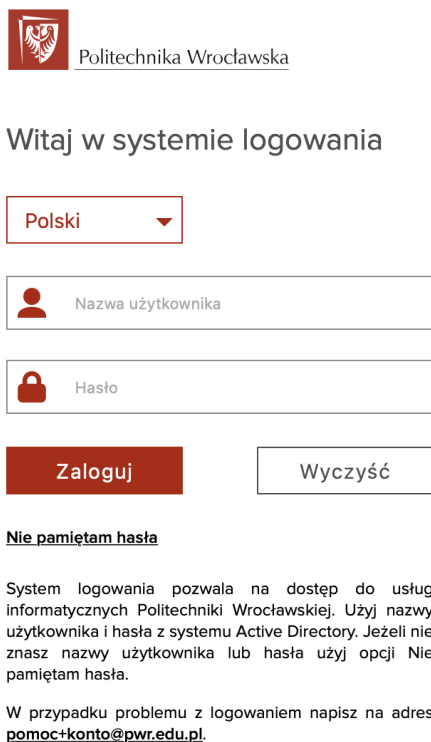


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The functioning of the Faculty - USOS

web.usos.pwr.edu.pl – system for teachers and students


Login at AD
(eg. *jankow1234*) →




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Witaj w systemie logowania

Polski ▼

 Nazwa użytkownika

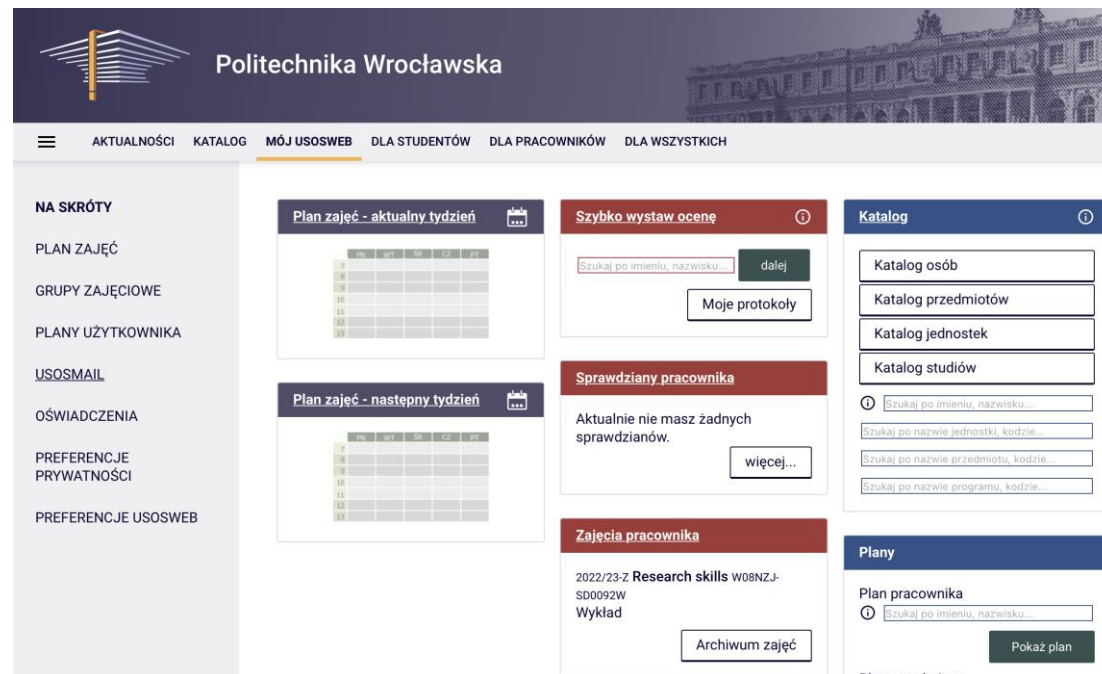
 Hasło

Zaloguj Wyczyść

Nie pamiętam hasła

System logowania pozwala na dostęp do usług informatycznych Politechniki Wrocławskiej. Użyj nazwy użytkownika i hasła z systemu Active Directory. Jeżeli nie znasz nazwy użytkownika lub hasła użyj opcji Nie pamiętam hasła.

W przypadku problemu z logowaniem napisz na adres pomoc+konto@pwr.edu.pl.



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AKTUALNOŚCI KATALOG MÓJ USOSWEB DLA STUDENTÓW DLA PRACOWNIKÓW DLA WSZYSTKICH

NA SKRÓTY

- PLAN ZAJĘĆ
- GRUPY ZAJĘCIOWE
- PLANY UŻYTKOWNIKA
- USOSMAIL
- OŚWIADCZENIA
- PREFERENCJE PRYWATNOŚCI
- PREFERENCJE USOSWEB

Plan zajęć - aktualny tydzień

	pn	wt	śr	cz	pt
7					
8					
9					
10					
11					
12					
13					

Plan zajęć - następny tydzień

	pn	wt	śr	cz	pt
7					
8					
9					
10					
11					
12					
13					

Szybko wystaw ocenę

Szukaj po imieniu, nazwisku... **dalej**

Moje protokoły

Sprawdziany pracownika

Aktualnie nie masz żadnych sprawdzianów. **więcej...**

Zajęcia pracownika

2022/23-Z Research skills W08NZJ-SD0092W Wykład **Archiwum zajęć**

Katalog

- Katalog osób
- Katalog przedmiotów
- Katalog jednostek
- Katalog studiów

Szukaj po imieniu, nazwisku...
Szukaj po nazwie jednostki, kodzie...
Szukaj po nazwie przedmiotu, kodzie...
Szukaj po nazwie programu, kodzie...

Plany

Plan pracownika

Szukaj po imieniu, nazwisku... **Pokaż plan**

Plan przedmiotu

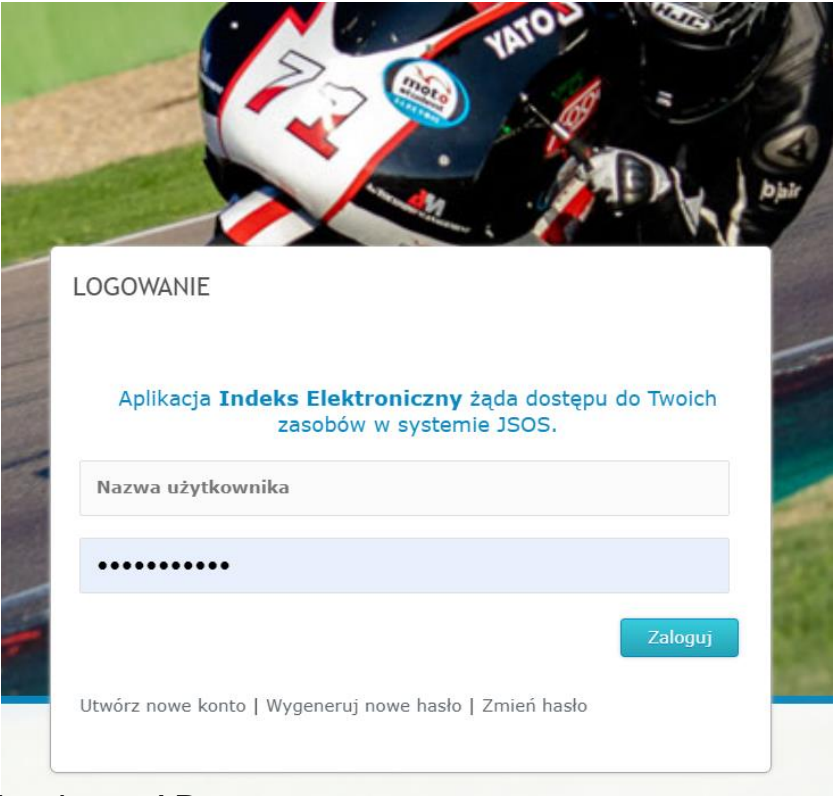




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The functioning of the Faculty - JSOS

jsos.pwr.edu.pl – system for teachers and students



LOGOWANIE

Aplikacja Indeks Elektroniczny żąda dostępu do Twoich zasobów w systemie JSOS.

Nazwa użytkownika

.....

Zaloguj

Utwórz nowe konto | Wygeneruj nowe hasło | Zmień hasło

Start

Twoje konto

Twoje konto

Twoje konto

Zdjęcie

Brak zdjęcia

Dane pracownika

Imię	Joanna
Nazwisko	Zimmer
Tytuł	Dr
Zatrudniony w jednostce	Katedra Systemów Zarządzania i Rozwoju Organizacji [K48W08ND12]
Nr pracownika	08577
Sposób autoryzacji	Login i hasło
Numer certyfikatu EKP	47480

Ustaw nowy kod PIN

Stary kod PIN *

Resetowanie kodu PIN

Uwaga! Po zresetowaniu kodu PIN nastąpi wylogowanie się z systemu JSOS. Podanie nowego kodu możliwe będzie po

Przeglądaj jako pracownik

Katedra Systemów Zarządzania i Rozwoju Organizacji [K48W08ND12]...

Katedra Systemów Zarządzania i Rozwoju Organizacji [K48W08ND12] • 08577

Twoje konto

Prowadzący

Wiadomość

Pomoc

Zalogowany Joanna Zimmer

Login at AD
(eg. jankow1234)

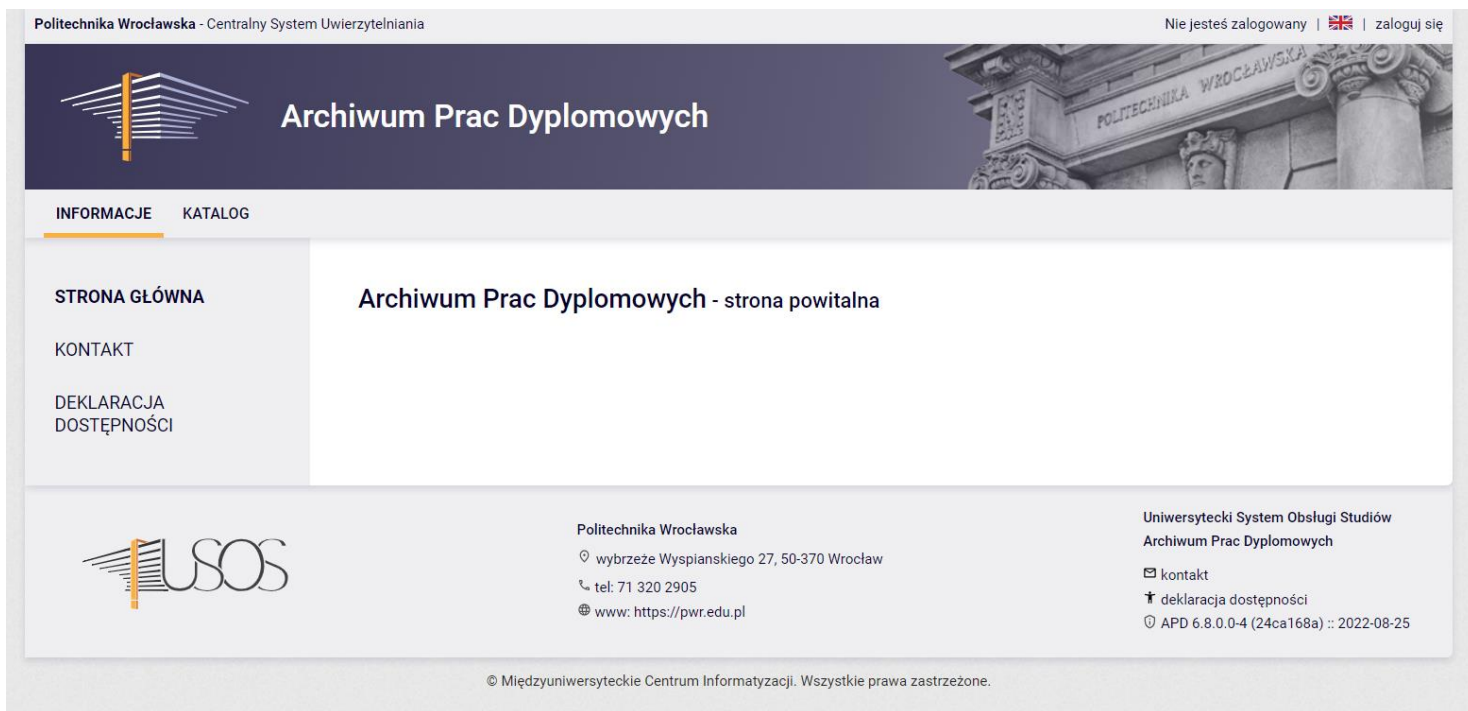




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Diploma proces

Diploma takes place in APD (review, anti-plagiarism analysis)!



<https://apd.usos.pwr.edu.pl/>





Diploma Process Schedule

Diploma exam July 2023	Activity
20.06.2023	The student submits the diploma paper to the supervisor and submits it to the APD system.
20.06.2023	The supervisor accepts diploma thesis in APD system.
20.06.2023	The supervisor sends the thesis for APD analysis and generates and signs APD analysis report.
20.06.2023	The supervisor sends information to the reviewer about the positive assessment of the thesis.
22.06.2023	<p>The supervisor makes a review, which, together with a signed printout of the general report and the anti-plagiarism report, is submitted to the Dean's Office.</p> <p>The supervisor informs the student of the result of the review.</p>
28.06.2023	The reviewer makes a review and submits it to the Dean's Office. Informs the supervisor and the student about the result of the review.
29.06.2023	The supervisor assigns a grade for the Thesis course.





If you do not know how to determine the topic of the diploma thesis, please contact wieslaw.dobrowolski@pwr.edu.pl or rafal.misko@pwr.edu.pl

Criterion	Bachelor thesis	Engineering thesis	
The nature of the diploma thesis	Case study / comparative analysis / in-depth diagnosis / project	Project	It has the hallmarks of a research paper
The purpose of the diploma thesis	Practical purpose	A practical purpose that requires an engineering approach or the use of technical means	Research purpose
The scope of the diploma thesis	It requires the use of typical methods to diagnose, identify and solve a managerial problem	Requires the use of IT or quantitative methods/techniques/tools to solve a managerial problem	It requires the use of appropriate research methods (including literature review) to solve the problem
Depth of description, domain knowledge	Discussion of management methods/techniques/tools/concepts relevant to the problem and scope of the diploma thesis and a broader description of management methods/techniques/tools/concepts selected to achieve the purpose of the thesis	Discussion of the methods/techniques/tools adequate to the problem and scope of the diploma thesis and a broader description of the methods/techniques/tools selected to achieve the purpose of the thesis	Critical analysis of literature sources, original description of the research problem, its solution and verification method
Selection of sources	Specialized literature on domain knowledge - several items, mostly books and magazines	Specialized literature on domain knowledge - several items, mostly books and magazines	Many sources, also in foreign languages. Reliable and diverse sources, including scientific ones





Important addresses

Instructions and information about the project

www.usos.pwr.edu.pl

All USOS and satellite services are located in the domain
***.usos.pwr.edu.pl**

i.e.

web.usos.pwr.edu.pl – system for lecturers and students

apd.usos.pwr.edu.pl – diploma thesis system

Help desk:

pomoc+usos@pwr.edu.pl





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Thank you for your attention

Joanna Zimmer

Room 4.21 B-4
Tel. + 723 033 048

