

**SCHEDULE OF DIDACTIC ACTIVITIES - summer semester 2023/2024**  
related to the course of the didactic process  
at the Faculty of Management of Wrocław 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).

Organised classes start on 28 February 2024 with an odd week and last 15 weeks (8 odd and 7 even weeks) until 30 September 2024.

The examination session schedule for the summer semester includes 13 working days and lasts from 26 June 2024 to 13 July 2024 and 3 Saturdays (26 VI, 6 VII, 13 VII 2024).

Full-time studies - on 28.02-05.03.2024 groups from odd weeks have only the first hour of classes, groups from even weeks have only the second hour of classes.

**General schedule**

<b>Date</b>	<b>Responsible</b>	<b>Action</b>
<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 Department in accordance with Internal Order 73/2020 §4 Appendix (according to the table in ZW 61/2013 No. 10) (signature of the Head of Department required). Please send current information about substitutions directly to: - Ms Anna Winiarska: p.1a16B 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 and Plenipotentiary for Difficult Matters	Receiving applications for contingency lesson observations.
<b>by 08.03</b>	Dean's Office	Provide the Department Heads with a personal accounting of consultation hours in accordance with the Work Regulations
<b>by 12.03</b>	Lecturer/academic teacher	Signing by the academic teachers and doctoral students the teaching assignments according to ZW 79/2031 §6 para.6.5.2.2 The assignments should be signed personally: - Ms Anna Winiarska: p.1a16B in building B-4; - <u>Doctoral students: Pani Paulina Kostrzewska- Bobeł : p.420 w bud. B-4</u>
<b>by 15.03</b>	Lecturer/academic teacher	Providing consultation hours in accordance with the Work Regulations. - Ms Anna Winiarska : <a href="mailto:anna.winiarska@pwr.edu.pl">anna.winiarska@pwr.edu.pl</a>
<b>by 22.03</b>	Dean's office	Verification of the formal correctness of the list of consultation hours for academic teachers, doctoral students and associates of individual departments
<b>by 25.03</b>	Plenipotentiary for the field of study	Transmission to the Vice-Dean for Education of the proposal of elective courses to be taught in the winter semester 2024/2025,

Date	Responsible	Action
		together with the staffing of classes and the limit of places to be filled for the first and second-level programmes
<b>by 25.03</b>	VicDean for Education	Submitting to the Dean of the Faculty a proposal of the Framework Schedule of Lesson Observations
<b>by 27.03</b>	Lecturer/academic teacher	Arrangement (by e-mail) of examination dates in the summer session with the Didactic Planning Section: Ms Elżbieta Bator-Szczurowska, <a href="mailto:elzbieta.bator-szczurowska@pwr.edu.pl">elzbieta.bator-szczurowska@pwr.edu.pl</a>
<b>by 27.03</b>	Lecturer/academic teacher	Revision of consultation hours
<b>by 27.03</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>4.04-8.04</b>	Vice Dean for Education	Transmission of cover letters together with protocols to the chairs of the lesson observation teams
<b>09.04</b>	Dean's office	
<b>by 10.04</b>	Vice Dean for Education	Submission to USOS and publication of the list of organised classes of the winter semester which will be subject to the student opinion survey
<b>by 12.04</b>	Plenipotentiary for the field of study	Determining the results of pre-enrolment for elective courses - the Course Officer submits a written proposal to the Associate Dean for Education for the launch of courses in the winter semester 2024/2025
<b>01.04-17.05</b>	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 Ewelina Kozubek, room 1a16C, building B4
<b>by 17.05</b>	Plenipotentiary for the field of study	Provide proposal for appointment of reviewers, thesis- diploma exam July 2024
<b>by 24.05</b>	Dean	Appointment of thesis reviewers- diploma exam July 2024
<b>25.06</b>	Advisory Board / Faculty Council	Approval of proposals for teaching assignments in the winter semester 2024/2025
<b>by 25.06</b>	Lecturer/academic teacher	Return of originals by the thesis supervisor to the Dean's Office: - diploma thesis evaluation -printout from the Diploma system - signed printout of the general report and the report from anti-plagiarism testing
<b>by 01.07</b>	Lecturer/academic teacher	Returning to the Dean's Office the original forms: diploma thesis evaluation, review - printed from the diploma system
<b>5-12.07</b>	Lecturer/academic teacher	Dipoloma exams
<b>by 12.07</b>	Lecturer/academic teacher	Confirmation by academic teachers and doctoral students with their handwritten signatures on the course assignment (ZW 97/2021 §6 p.6.5.4) in the Dean's Office: Ms Anna Winiarska: p.1a16B in building B-4
<b>credits to 25.06 exams to 13.07</b>	Lecturer/academic teacher	Credit for subjects in the summer semester 2023/24
<b>30.09</b>		End of summer semester 2023/2024