



Politechnika
Wroclawska

EDUCATION AT FACULTY OF MANAGEMENT

Winter semester 2023/2024
28.09.2023r.





The Academic Calendar – winter semester 2022/2023

In the first week of classes i.e. from 2th of October 2023 to 6th of October 2023, teaching classes are held in a mixed cycle.

	OCTOBER							NOVEMBER					DECEMBER				JANUARY					FEBRUARY		
MON	25	2	9 Mon/E	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19		
TUE	26	3	10	17	24	31	7	14	21	28	5	12 Wed/E	19	26	2	9	16	23	30 Tue/E	6	13	20		
WED	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31 Wed/E	7	14	21		
THU	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1 Thu/E	8	15	22		
FRI	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2 Fri/E	9	16	23		
SAT	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24		
SUN	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25		
E - EVEN O - ODD	O	E	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 ■ Inter-semester break





Organization of the winter semester 2023/2024

Organized classes start on 2nd of October 2023 with an even week and run for 15 weeks (7 odd and 8 even numbered weeks) until 2nd of February 2024.

CHANGES: in the 15-week calendar - from 3-09.10.2023:

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 3th of February 2024 to 21th of February 2024 and 3 Saturdays (3th, 10th and 17th of February 2024).

All classes are mandatory for first semester freshman students!





Mode of work in the winter semester

In the winter semester 2023/2024, the stationary mode of work for most classes is in force. Those who will be teaching remotely have already been informed by a separate email.

The remote mode of teaching requires documentation - in accordance with *ZW 81/2024 on the organization of teaching activities in the winter semester of the 2023/2024 academic year*:

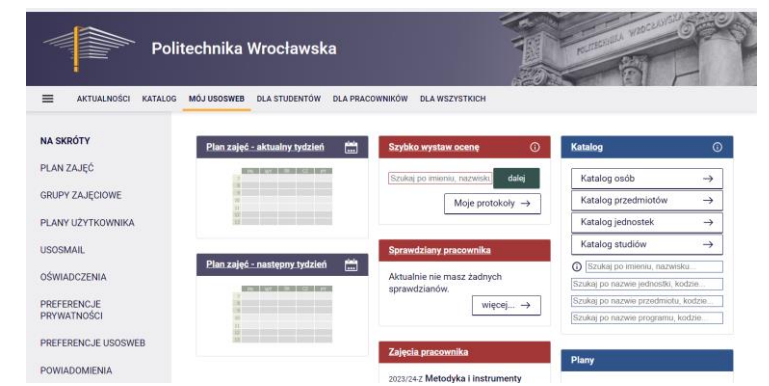
- 1. Preliminary** - defining the mode and tools of classes until 13.10.2023.
- 2. Final** - verification of the number of students who have achieved the learning outcomes by 21.02.2024.

Reports should be submitted in hard copy or online to **Ms. Ewelina Kozubek, Room 1a16 C, B4**.





Work mode - USOS



Check your courses schedule in USOS (active directory credential)

Report class collisions in classrooms and schedules

Create subjects from USOS on eportal.pwr.edu.pl

Keep an eye on the number of your diplomats

Keep an eye on reporting your absences (TETA)





Educational supporting activities schedule for winter semester 2023/2024

12.10-
14.10

- Signing by the academic teachers and doctoral students the teaching assignments for the winter semester 2023/2024 according to *ZW 97/2021 §6 ust.6.5.2.2.*
- Teaching assignments must be signed in person!

until 20.10

- Providing consultation hours in winter semester 2023/2024 in accordance with the *Work Regulations* - K43, K47, K48, K81: Ms Anna Winiarska: p.1a15a in building B-4 e-mail anna.winiarska@pwr.edu.pl

until 27.10

- Communication of the Class Evaluation Framework Plan to the public
- Revision of consultation hours

until 9.02

- Confirmation by employees and doctoral students with their own signature on the teaching assignments form for the winter semester 2023/2024 in the dean's office





Didactic schedule – winter semester 2023/2024

For 10 week
semester

- Grades until 15.12.2023r.
- Thesis final approval (evaluation) until 15.01.2024r.

For 15 week
semester

- Grades until 2.02.2024r.
- Thesis evaluation until 7.02.2024r.
- exams until 21.02.2024r.

In accordance with the Study Regulations, § 20 p. 7.

"After the grade has been issued in the information and communication system, the student may confirm or, within two working days of its issue, submit a complaint to the coordinator. The coordinator shall, within two working days of the complaint, correct the grade, if any."





Contact hours for students

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

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

Contact 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 contact hours in one day cannot be shorter than 1 hour, conducted without a break, and no longer than 3 hours.
- Contact hours if online – only synchronous mode.

* also during the examination period





Diploma theses - calculation hours

- **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)

- 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.
- **Keep an eye on your diplomats!**

Student Research Groups mentors receive additional remuneration = 15h of calculation





Process for submitting a thesis subject

Submit a proposal for a thesis subject in the APD (topic catalogue)

Clarify thesis subject with Diplomate (edit or enter new topic in ADF, assign student to topic)

Submit the thesis subject for approval to the Programme Committee (sign the proposal with the student, also as coordinator)

Wait for thesis subject approval in APD





Task	10-week Engineering Studies (thesis defence January/ February 2024 r.)	Backlog thesis defence for 15- week Studies (thesis defence February 2024 r.)
1. The student submits the diploma thesis to the supervisor and submits it to the APD system.	22.12.2023	26.01.2024
2. Student uploads the thesis file to the APD system, supervisor accepts the thesis in the system	22.12.2023	26.01.2024
3. The supervisor assigns an anti-plagiarism check and prints and signs the general report	22.12.2023	26.01.2024
4. The thesis supervisor accepts the thesis supervisor's statement and prepares a review of the thesis. Forwards the review to the Dean's Office and informs the student of its outcome.	09.01.2024	31.01.2024
5. The supervisor sends information to the reviewer about the positive assessment of the thesis.	09.01.2024	31.01.2024
6. 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.	15.01.2024	07.02.2024
7. Information of NEGATIVE REVIEW of thesis to Vice Dean for Education and to Head of Dean's Office	Urgent procedure	Urgent procedure
8. The dean appoints a second reviewer	Urgent procedure	Urgent procedure
9. Promoter enters grade for Diploma Thesis course	15.01.2024	07.02.2024

Please pay attention to the timeliness of working with students on their theses:

any postponement of the submission deadline will result in a reduced time for review!





On-site visit of the Polish Accreditation Committee PKA!!!

- On-site visit in Q2 2024 at the Faculty of Management.
- Appointment of a committee to prepare materials for the self-evaluation report in connection with the PKA accreditation of the Management faculty at the Faculty of Management.
- Request for thorough verification of learning outcomes in subjects and collection of documentation.
- Request to respond to emails regarding PKA.





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Thank you for your attention

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