



Politechnika  
Wroclawska

# DIDACTIC MEETING

Winter semester 2022/2023  
30.09.2022 r.





# Organization of the winter semester 2022/2023

Organized classes start on October 3rd 2022 with an even week and run for 15 weeks until February 2nd 2023 - 8 even (E) weeks and 7 odd (O) weeks.  
Organised classes for 7th semester first-level studies students last 10 weeks (5 even weeks and 5 odd weeks) until 14th of December 2022.

**CHANGE:** in the 15-week calendar - from 3-9.10.2022:

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 3rd of February 2023 to 21st of February 2023 and 3 Saturdays (4th, 11th, 18th of February 2023). The examination session for students of the 7th semester of first level studies includes 13 working days and lasts from 15th of December 2022 to 17th of January 2023 and 2 Saturdays (17th of December 2022 and 14th of January 2023).





# The Academic Calendar – winter semester 2022/2023

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





# Mode of work in the winter semester

In the winter semester 2022/2023, full-time work is required for all classes.

Exception: Lectures on the HRM specialization for the 1st semester are held remotely.





# Mode of work - remote education

## ePortal.pwr.edu.pl

- Courses from previous semesters archived, access via site
- archive-eportal.pwr.edu.pl
- JSOS: Automatic import from JSOS from 23.09.2022 (as in previous semesters);
- USOS: Courses set up independently by Instructors using USOS (moodle integration with USOS will provide the ability to independently create and manage groups within subjects in USOS);
- Courses other than the above are set up at the request of the Instructor;
- Common help-desk for ePortal/ZOOM/MS Teams: [zdalne@pwr.edu.pl](mailto:zdalne@pwr.edu.pl)

## MS Teams and VC/ZOOM

- Imports class groups and students from USOS and JSOS systems.





# Organization of first classes

According to the Rules of Studies (para. 16, paragraph 4):

*The lecturer, during the first classes of the semester (didactic cycle), shall inform students about:*

- 1. detailed rules for passing the course;*
- 2. the principles of attendance at classes, including the limit of permissible absences from classes, the procedure for excusing absences and how to make up for them;*
- 3. forms, procedure and rules for verification of the achievement of learning outcomes, including possible conditions for admission to the examination;*
- 4. the rules for reporting grades set by the subject coordinator.*





# Didactic schedule



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Faculty ▾

Candidates ▾

Students ▾

Employees ▾

Research ▾

## Employees

[Home](#) > [Employees](#)

Semester schedule

COVID-19 - How to proceed

## Semester schedule

- [Schedule of didactic activities - summer semester 2021/2022 \(pdf\), \(docx\)](#)
- [Diploma procedure - summer semester 2021/2022 \(pdf\), \(docx\)](#)

Print

## Search

Search





# Didactic schedule - the most important dates

12.10-14.10	Signing by the academic teachers and doctoral students the teaching assignments for the winter semester 2022/2023 according to ZW 97/2021 §6 para.6.5.2.2 The assignments should be signed personally: Ms Anna Winiarska: p.1a16B in building B-4;
21.10	Providing consultation hours in winter semester 2022/2023 in accordance with the Work Regulations. - Ms Anna Winiarska: p.1a16B in building B-4
to 28.10	Revision of consultation hours
to 28.10	Publication of the Framework lesson observation plan
to 4.11	Arrangement (by e-mail) of examination dates in the winter 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>
to 10.02	Confirmation by academic teachers and doctoral students with their handwritten signatures on the course assignment form for the winter semester 2022/2023 (ZW 97/2021 §6 p.6.5.4) in the Dean's Office.







**for the 10-week  
semester:**

credits by 14.12

**for the 15-week  
semester:**

credits by 2.02

exams by 21.02

### **Issuance of grades**

Issuance of grades

According to the Regulations of studies §20.1, it is necessary to:

1. make the results of credits and examinations available to students immediately after assessment;
2. allow students to review graded papers and projects;
3. make the results of the evaluation available no later than 3 working days before the next date of credit or examination;
4. enter the grades as the subject coordinator, no later than 3 working days after the date of the credit or examination, but no later than the first working day after the end of the examination session.
5. enter an annotation in the ICT system if the grade "2.0" in the course is a consequence of exceeding the allowable limit of absences from classes or the student's absence from both examination dates.
6. consider the grade complaint by the student.





# Consultations hours

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.

50% of the planned consultation hours can be done remotely.

\*also during the session





# Overtime lecturing hours

Individuals who participate in programs that result in a reduction on lecturing hours are asked to submit applications to the Dean of Faculty immediately. **Applications should be submitted every year!**





# 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)
  
- 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

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

**Erasmus Coordinator:** Anna Skowrońska-Szmer Ph.D.

**Faculty Representatives:**

- **Business Engineering:** Wiesław Dobrowolski, Ph.D Eng.
- **Management:** Rafał Miśko, Ph.D Eng.

***Departmental Secretariat – Wojciech Stryjewski***





Strona główna

O Wydziale

Kandydaci

Studenci

Doktoranci

Pracownicy

Badania

## O Wydziale

Aktualności

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 Nauki o  
Zarządzaniu i Jakości

Media o nas

Galeria zdjęć

Strona główna > O Wydziale

## Zarządzenia Dziekana

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 PWiR (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)





# Faculty functioning - USOS - employees

Work with a student from 1/10/2022.

- Individual schedule of the lecturer - 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 will be in 1st semester plans;
- In JSOS - doctoral students;
- In ADF - support of the graduation process;





# Faculty functioning - USOS - employees

Students who will start their studies from 1.10.2022.

- Entering final grades in the USOS system;
- Sending messages in the USOS system and conducting correspondence using email;
- Submission of thesis topic in the ADF system;
- Implementation of the thesis process in the APD system (process of analysis and review of the thesis);
- Didactic hours billed in JSOS;

Students who began their studies before 30.09.2022.

- Entering final grades in the JSOS system;
- Receiving messages in JSOS system and via email;
- Implementation of the graduation process in the APD system (analysis process and thesis review), examination protocol in JSOS.
- Didactic hours billed in JSOS;







# Faculty functioning - USOS - student

Students who will start their studies from 1.10.2022.

- Support in USOS;
- Administrative enrollment in USOS;
- Student fees billed in USOS;
- Applications processed in USOS (+EOD);
- Graduation processed in APD;

Students who began their studies before 30.09.2022.

- Support in JSOS system;
- Enrollment according to the schedule in JSOS;
- Student fees settled in JSOS;
- Applications processed in JSOS;
- Graduation processed in APD;





# Faculty functioning - USOS - student applications

Students who will start their studies from 1.10.2022.

- USOS support;
- ✓ One tab in the USOS system with a list of applications for students;
- ✓ Links indicating how to complete the application (USOS, EOD, paper);

Students who began their studies before 30.09.2022.

- Obsługa w systemie JSOS;





# Faculty functioning - USOS - recruited students

## First degree students

- Automatic immatriculation process implemented by PWr Education Department;
- Printing and handling of student cards in USOS;
- Enrollment in administrative mode in the Faculties;

## Second degree students

- Manual immatriculation process implemented by faculty;
- Printing and handling of student cards in USOS (card renewal for students currently pursuing Opticamp);
- Administrative enrollment (possibility to change the group in case of significant difficulties in attending classes);





# Faculty functioning - USOS - social issues

Students who will start their studies from 1.10.2022.

- Allocation of dormitory places using the USOS system;
- Handling of social scholarships in the USOS system;

Students who began their studies before 30.09.2022.

- Allocation of dormitory places using the JSOS system;
- Handling of social scholarships in the JSOS system;





# Important addresses

Instructions and information about the project

[www.usos.pwr.edu.pl](http://www.usos.pwr.edu.pl)

All USOS and satellite services are located in the domain\* [.usos.pwr.edu.pl](http://www.usos.pwr.edu.pl)

i.e.

[web.usos.pwr.edu.pl](http://web.usos.pwr.edu.pl) - system for instructors and students

[apd.usos.pwr.edu.pl](http://apd.usos.pwr.edu.pl) - system for diploma theses

Help:

[pomoc+usos@pwr.edu.pl](mailto:pomoc+usos@pwr.edu.pl)

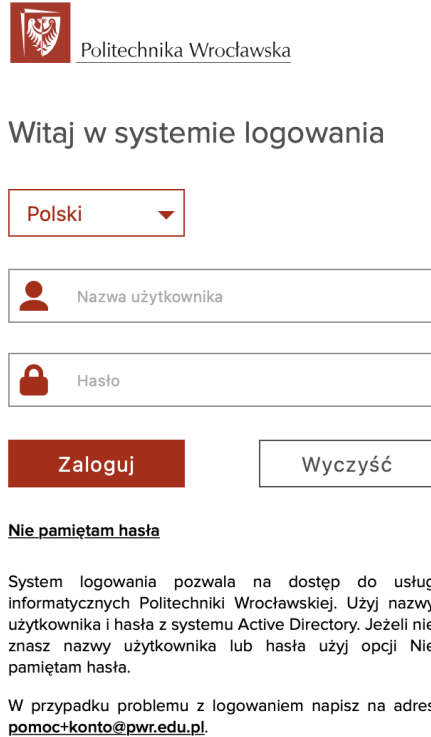




# Faculty Functioning - USOS

**web.usos.pwr.edu.pl - a system for instructors and students**

Logging using AD  
(e.g. jankow1234) →



Politechnika Wroclawska

Witaj w systemie logowania

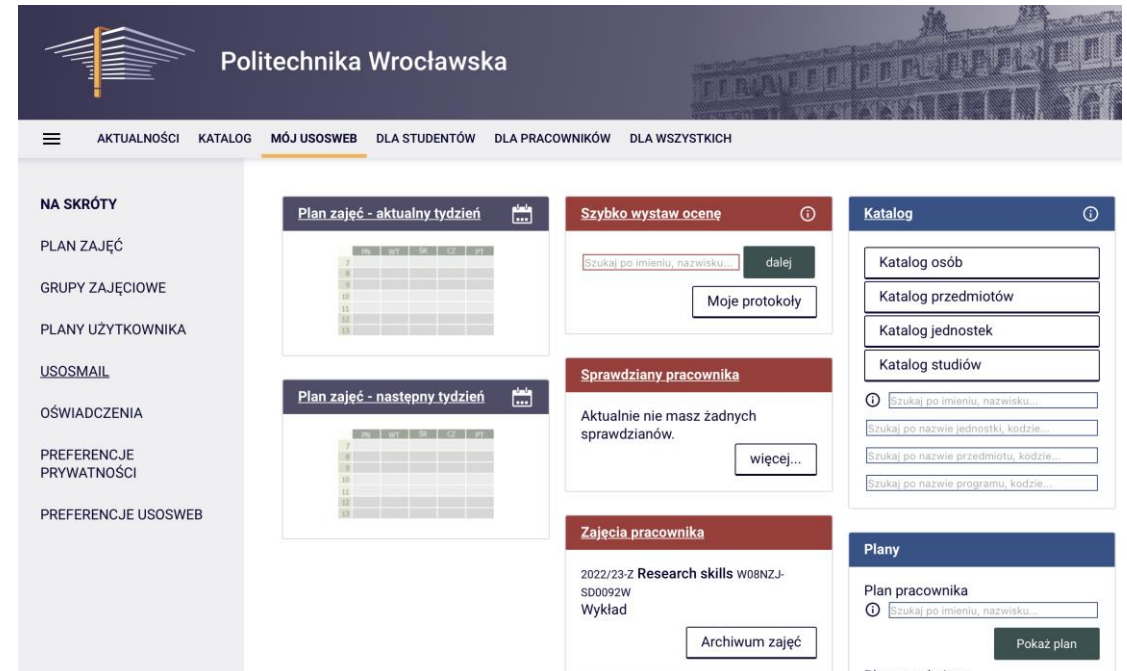
Polski ▼

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](mailto: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**

**Sprawdziany pracownika**

Aktualnie nie masz żadnych sprawdzianów.

**Zajęcia pracownika**

2022/23-Z Research skills W08NZJ-SD0092W Wykład

**Katalog**

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

**Plany**

Plan pracownika

Plan przedmiotu





# The diploma process

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

Changes in the diploma process:

Implementation of the USOS and APD system for the diploma work process!

Politechnika Wroclawska - Centralny System Uwierzytelniania Nie jesteś zalogowany | | zaloguj się

## Archiwum Prac Dyplomowych

INFORMACJE KATALOG

STRONA GŁÓWNA Archiwum Prac Dyplomowych - strona powitalna

KONTAKT

DEKLARACJA DOSTĘPNOŚCI

Politechnika Wroclawska  
wybrzeże Wyspińskiego 27, 50-370 Wrocław  
tel: 71 320 2905  
www: <https://pwr.edu.pl>

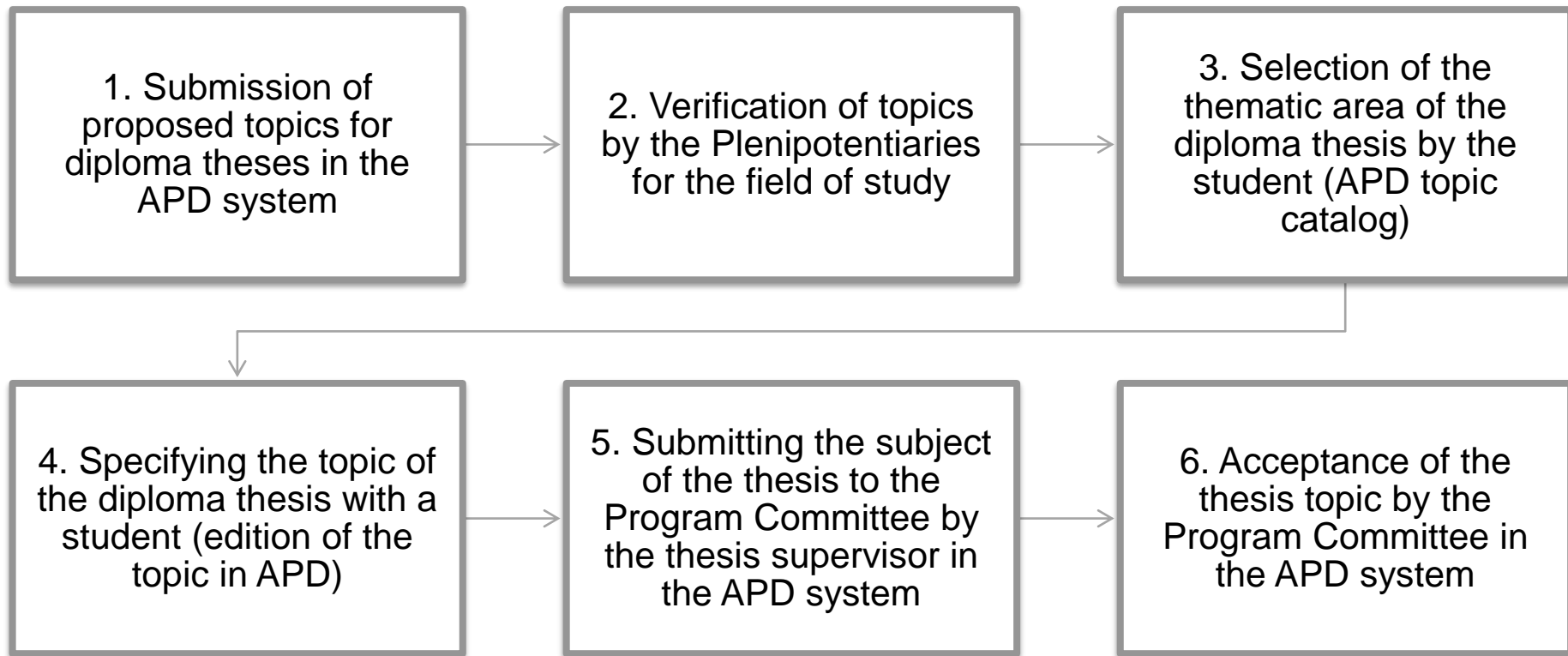
Uniwersytecki System Obsługi Studiów  
Archiwum Prac Dyplomowych  
kontakt  
deklaracja dostępności  
APD 6.8.0.0-4 (24ca168a) :: 2022-08-25

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# Process for submitting a thesis topic







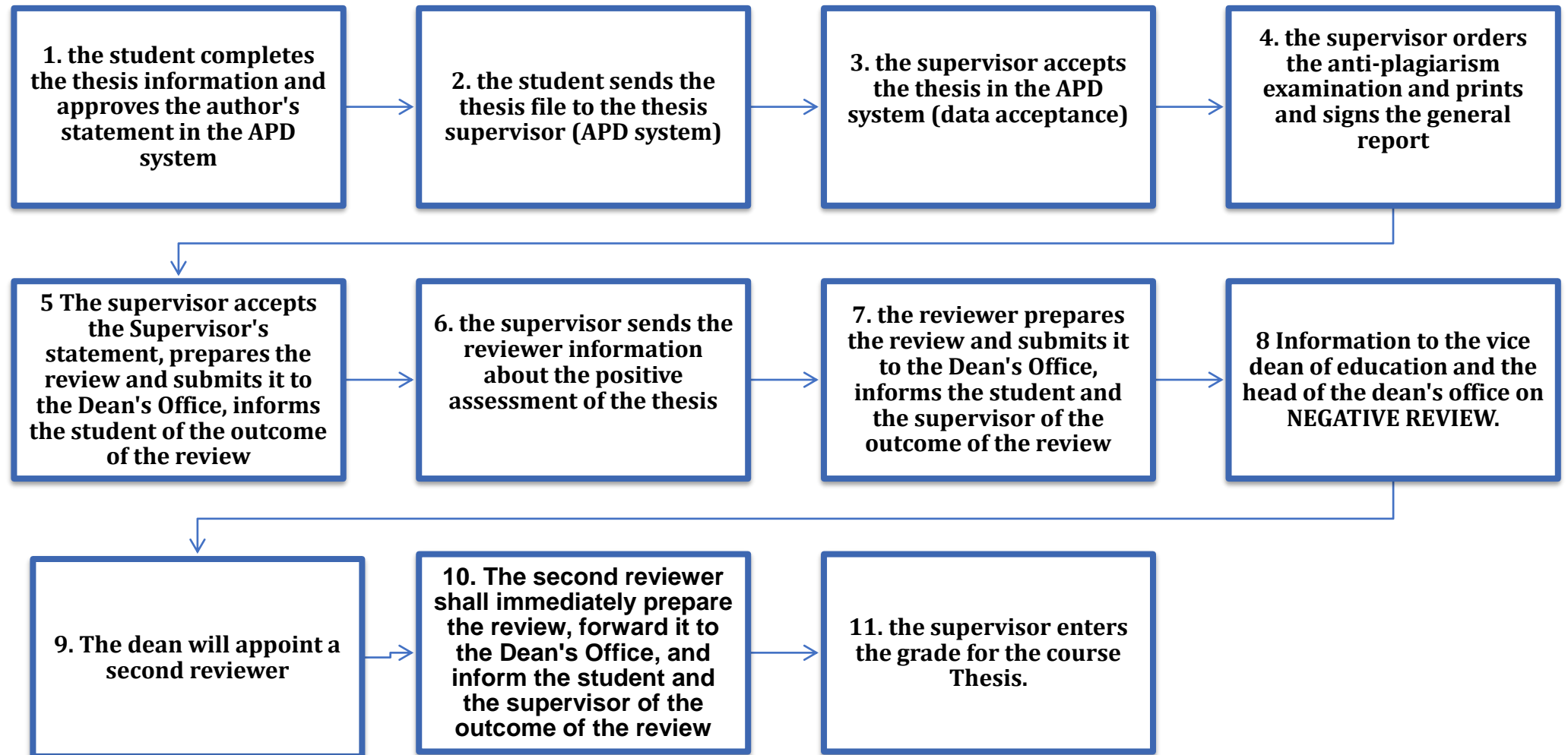
# Diploma Process Schedule

to 28.10.2022r. 1st degree students management and 2nd degree students business engineering diploma examination - July 2023	Entering the proposed topics of diploma theses into the APD system.
to 21.11.2022r. 1st degree students management and 2nd degree students business engineering diploma examination - July 2023	The student, together with the supervisor, clarifies the topic of the diploma thesis. The promoter edits / introduces a new topic in the APD system.
to 7.12.2022r. 1st degree students management and 2nd degree students business engineering diploma examination - July 2023	The supervisor introduces the subject of the diploma thesis to the APD system, assigns a student who will carry out the reported topic. The promoter changes the status of the entered topic to reserved. NOTE: before sending the topic to the Program Committee, the supervisor (also as the coordinator) and the student must sign the application in APD!





# Graduation process in APD





# Important!

## employees of the Dean's Office

Room number	Name and surname	Responsibilities
1a8	mgr inż. Magdalena Bucka-Oleszko	syllabus service - Management Engineering
1a8	mgr Anna Stembalska	syllabus service - Management Engineering
1a9	mgr Marta Walaś	syllabus service - Management
1a10	Ewa Słowik	enrolment on courses, APD, corrections of enrolment, the diploma process, OPRD
1a11	mgr inż. Emilia Chojnacka Ryśnik	division of organized classes, secretary of the Management commission
1a13	inż. Bożena Jewłoszewicz	archives, issuing documents to graduate students, OPRD
1a15	mgr Anna Winiarska	Head of the dean's office
1a16b	mgr inż. Elżbieta Bator-Szczurowska	planning of organized classes, inter-departmental flows, data for the provisional
1a16c	mgr Ewelina Kozubek	assistant to vice-deans, secretary of the JK committee





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# Thank you for your attention

**Joanna Zimmer**

Room 4.21 B-4  
Tel. + 723 033 048

