

Dear Students,

Welcome in new semester in SGH Warsaw School of Economics. In this letter you will find information about your study – those which didn't change since previous semester (in this case we send you to the instructions and information on the Undergraduate Studies Office website) and some of new ones. I encourage you to familiarize with them – it is very important especially for the first year students.

1. Declaration

On the website http://administracja.sgh.waw.pl/en/dsl/schedules_dec/Pages/default.aspx you can find the schedule of declaration for spring semester 2019/2020. Please read it carefully and remember about the deadlines! Please pay special attention to the information about when you can delete previously chosen subjects and what are the restrictions apply to possible cancellation (especially for basic subjects). Please remember that

- as a rule we don't subscribe and we don't unsubscribe from classes outside the declaration system in Virtual Dean's Office,

- you shouldn't wait and count to be subscribed for subjects in last stage, where it is conditioned by the teachers' consent – in many cases teachers don't agree for that because of group limits and it is difficult to have any complaints: try to choose appropriate classes in earlier stages (!),

- lack of basic mandatory subjects in first semesters will make it impossible to accept declaration,

- completing of semester requires obtaining 30 ECTS (unless you obtained more of them in previous semester, then to finish N semester it is necessary to obtain $30 \cdot N$ ECTS points to pass it). However, you can choose more subjects and thus obtain many more ECTS in one semester. Please remember however, that many times after the beginning of semester it turns out that passing a large number of subjects is a big problem. Therefore, use common sense when making the declaration, because applications for unsubscription submitted later due to the fact that you declared too much, are not considered with positive decision,

- it is worth remembering, that in order to obtain completion of studies (absolutorium) it is required to complete certain list of basic subjects, major subject and subjects connected to your major – obtaining 180 ECTS alone is not sufficient condition. Many people remember about this during last semester of studies – unfortunately, it is too late. It is sure that you want to finish studies in time, that is why you should already make sure which subjects must be done to obtain completion of studies in your field of study. Programmes you can check in the plan of studies – however it is necessary to make sure which plan of studies is valid for you, because almost every year there are minor changes in some fields of study. Plan of studies you can find also here: <http://administracja.sgh.waw.pl/en/dsl/rules/plan/Pages/default.aspx>. Remember, however, that those who have interrupted and resumed the studies must make sure which plan of studies is valid for them after resuming the studies and will they finish the binding plan of studies before planned graduation date,

- when comparing completed subjects with the plan of studies in your field of study you should check not only the name of subject but also the course code, because the name alone can be

misleading – in some cases the names are very similar or identical (they can differ only with addition as i.e. Challenges), and you must complete the specific one. That is why before the final choice of subject we encourage you to verify the course code.

2. Bachelor seminar

Between **30.10.2019 (10:00 a.m.)** and **24.02.2020 (10:00 a.m.)** you can subscribe in VDO for the bachelor seminar for spring semester 2019/2020. This is very important – without the bachelor thesis you cannot finish your studies. If some of you subscribed already for the seminar – most probably you will be subscribed for it in current semester, which means you have to prepare and submit the bachelor thesis until the end of current semester. If you are not sure whether this situation concerns you, you should check your VDO account and make sure, if the seminar is subscribed in current semester or not.

Please remember also that the bachelor thesis (signed by the supervisor) should be submitted by the end of semester in which seminar is subscribed, that means until the last day of the second term of exam session. Submitting the thesis even one day later means failing the bachelor seminar. Seminar is treated the same as other subjects: delay of submitting the thesis even for one day may cause removing you from the list of students (if the conditions for repeating of subject/semester are not fulfilled).

Bachelor seminar, according to the plan, should be completed on 6th semester. The system will allow choosing it also on the fifth semester. If for any reason you think, that you will finish your studies earlier and you would wish to complete the seminar in lower semester, you should submit relevant request, however the process of study won't always allow it. In case of any doubts in this matter you should contact your assistant in Dean's office or visit Vice-Dean during office hours. In your interest, almost every day there are Deans' office hours. To meet with the Dean you have to make an appointment by e-mail, but to see the Vice-Dean you don't have to do that. You can visit any (Vice)Dean, but for foreign students and with matters concerning international exchange, we recommend meeting with Vice-Dean dr. hab. Mariusz Próchniak.

3. Subjects completed earlier in SGH or outside SGH

On the Undergraduate Studies Office website you can find instruction about accepting subject completed in the past. In case of subjects previously completed in SGH, the request can be submitted in VDO now – if you want to accept basic subjects, which in other case you would have to pass in spring semester of this academic year, you should remember to submit the request by 2 weeks before the end of first stage of semester declaration, that is until **29.10.2019**. Thanks to that you will be able to accept the declaration for spring semester without subscribing to those subjects – if you will fail to do that, you will have to choose those subjects and ... complete them. If you then don't plan to realize again the subject, which you passed earlier, please don't forget about it – it's best to do it today. Please remember, that you won't be able to submit request for accepting the subject that you already have in your declaration.

In case (less common) you will apply for recognition of learning objectives (commonly known as transfer of grades) from subjects you completed earlier outside SGH, you should go to this instruction:

[http://administracja.sgh.waw.pl/en/dsl/Documents/DEAN/procedura%20przepisywania%20ocen_2019%20ENG.pdf](http://administracja.sgh.waw.pl/en/dsl/Documents/DEAN/procedura%20przepisywania%20ocen%2019%20ENG.pdf) and comply with deadlines listed there. Please remember, however, that those deadlines are final – we encourage you to submit the relevant requests as soon as possible, because in this situation the procedure can last longer, and you will not be sure if the subjects will be accepted until the end of the procedure.

4. Deleting of subject – paragraph 23 of Rules and Regulations

Exactly once during your whole studies you can unsubscribe from non-obligatory subject (!) within a month from its beginning – paragraph 23, point 11 of Rules and Regulations allows it. Until 31.10.2019 you can submit the relevant request in Virtual Dean's Office. After that date all requests will be processed immediately (which means that until 31.10.2019 you can change your mind and the request can be withdrawn). Please note that the decision for unsubscription from the chosen subject will be given until 06.11.2019, which means that changes in your VDO will be visible after that time.

In case of subjects, which i.e. begin in the middle of semester, the rule of one months from their beginning is also applicable – in this case you will have to submit the request in the Dean's office, because in VDO it won't be active. Submitting the request in writing is applicable also in situation, when you want to delete the subject and VDO doesn't give you this opportunity (in case of the failure – it happens very rarely, but sometimes it can happen).

5. Change of the field of study

Students, who would like to change the field of study, have the right to do that – request should be submitted 14 days before the beginning of first stage of declaration for the next semester the latest. Please remember that the subjects you choose in the declaration will not be possible to change later, therefore when submitting the declaration you should choose them accordingly to the changed field of study (this is the main reason for the deadline to submit the request). You should also remember, that the change is possible only for the field of study opened for the given academic year and for the specific mode of study.

6. Absence during the exam

Sometimes it happens that you cannot (not of your fault) take part in the exam during exam session (typical situations are collision of exams or illness). I will remind you now about the instruction concerning notification above mentioned situations, you can find it here: [http://administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Studium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG\(2\).pdf](http://administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Studium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG(2).pdf) I calm the students from higher semesters: nothing has changed. You should however look at

the instruction in case of any doubts or problems in this matter and especially pay attention to the binding deadlines.

7. What if it doesn't work out?

Exam session is far in the future, but we would like to remind you (or inform you) right now about two issues concerning problems resulting from the lack of credit:

1. It is worth reading the Rules and Regulations, which defines the consequences of failing the subjects. In particular:

- on first semester you can fail only one subject (attention: PE, Academic Studies' Methodology and Introduction to Academic Culture are also subjects in this point) to have the right to ask for conditional enrolment for next semester. On higher semesters this amount is 2 subjects,

- in case of failing more subjects then mentioned above you can repeat the semester (except for the first semester), which means having in next semester only repeated subjects (!),

- please pay attention to article 28 of Rules and Regulations. According to this, a subject can be repeated only once, the same is with a semester. That means, that in case of repeating it is worth doing your best to be sure that repeated subject (or all subjects during repeating of semester) will be passed, because in other case the Rules and Regulations provide very severe sanctions – this is not only removing from the list of students, but also the inability to resume your studies. Let us avoid this cases: we believe in you!

2. If you didn't pass a subject (or subjects) or you didn't pass the semester (lack of credit or insufficient amount of ECTS points), but you have not violated article 28 of Rules and Regulations, you need to remember to submit in the Dean's office request for conditional enrolment/repeating of semester not later than 14 days from the end of exam session.

8. Everyone knows that, but ...

It is worth remembering a few principles – probably obvious for students of higher semesters, but not necessarily for those of you, who have been with us for a short time:

- it is best to submit requests and applications in VDO. It is simpler (you don't have to come and wait in line) and faster. There are some requests that can't be submitted in the system – then you need to submit them in the traditional form,

- information about decisions and other important information are send to your student e-mail address in SGH domain, so if you prefer to use another e-mail address – we encourage you to set up appropriate redirections. At the same time e-mails to Undergraduate Studies Office in student matters must be send only from the address in our domain (!)

- we encourage you to come to the Dean's office as early as possible to extend the validity of your student card: it can be done as soon as you are registered for next semester (or after decision of its repeating). Waiting for the last minute you risk for longer waiting time in the queue – it's not worth it.

- it's better to prevent than to cure. If you have a problem – it's best to try to solve it immediately. We encourage you to direct your problems to the assistant in Dean's office. In more complicated matters, the assistant will suggest to explain them to Vice-Dean or the Dean during their office hours or submitting an appropriate request.

- in accordance with applicable regulations, Deans shall not consider student affairs by e-mail. If you need advice the Deans invite you to their office hours. If you need a decision, you should submit appropriate official written request (paper or – if it is possible – in Virtual Dean's Office).

We wish you a successful semester – at least as pleasant as, still, the weather outside.

With regards

dr hab. Bartosz Witkowski, prof. SGH

Dean of Bachelor Studies