

Dear Students,

Like every year we welcome you after the holidays. Unfortunately, this time it is only virtually. However, we believe, we shall meet face to face soon. I am fully aware that in conditions like that, it is far more difficult for first semester students to get acquainted with the rules of studying at SGH Warsaw School of Economics. Therefore, we strongly advise you to take a longer while to read and internalise the following information:

### **(1) Declaration**

Under the following link [https://ssl-administracja.sgh.waw.pl/en/dsl/schedules\\_dec/Pages/default.aspx](https://ssl-administracja.sgh.waw.pl/en/dsl/schedules_dec/Pages/default.aspx) you can find the declarations schedule for the summer term of 2020/21. Please, read it carefully in order not to miss the key deadlines. Especially, that you start declaring subjects for the following semester as early as the beginning of November (!) Please pay special attention to time restrictions on course deletion as well as other constraints concerning basic mandatory courses.

Remember:

- We don't subscribe to and unsubscribe from classes outside the Virtual Dean's Office system.
- It is not advisable to linger and count on being subscribed at the last stage, on teacher's consent. In many cases teachers do not agree due to the fact of groups comprising too many people. There are limits group size so one cannot really complain – do your best to subscribe at an early stage.
- Lack of declaration of basic mandatory subjects at early semesters will deem your declaration unacceptable.
- In order to complete the semester you need to acquire 30 ECTS (unless you have obtained a surplus at an earlier moment; then to pass the N semester you need 30\*N in order to pass). However, you can choose many more subjects and obtain a lot more ECTS points during any given semester. But, please bear in mind that it often becomes a huge problem to complete many subjects. Hence, please apply common sense while making decisions about subscriptions – applications for unsubscribing often meet negative response.
- It is worth remembering that the certificate of completion (absolutorium) requires taking a specific number of subjects from the following groups: basic mandatory subjects, subjects linked with your Major and those connected with your field of study. It is not enough just to acquire any 180 ECTS. It downs on many during the last semester of study – definitely too late. You obviously want to complete your studies in time, thus it is strongly advised that you make sure which subjects you need to complete at any given field. Curricula and course programmes can be found in the information booklet. However, you need to make sure which information booklet is valid for your course, as every year small alterations are made. The course programmes and curricula can be found here: <https://ssl-administracja.sgh.waw.pl/en/dsl/rules/plan/Pages/default.aspx> Please bear in mind, that upon resumption of studies you need to make sure which information booklet will be valid in your case and if you are able to complete the course in time.
- While comparing the completed subjects with the mandatory subject sequence in your field, it is worth to check not only the name but also the number code. In some cases the names might be misleading as they sometimes differ by only one letter: (k) for workshop/seminar-

type classes and (w) – for lectures. Hence, we strongly advise that you verify the number code before making your final declaration choice.

## **(2) Bachelor seminar**

Between 28.10.2020 at 10:00 and 22.02.2021 at 10:00 you can subscribe to Bachelor seminars of summer semester of 2020/21 through the Virtual Dean's Office. It is crucial as you will not be able to complete your studies without writing a diploma thesis. Should you have already enrolled for a seminar, you will most probably complete it throughout this semester. It is consistent with an obligation to write and submit the diploma thesis until the end of this semester. If you are not sure whether this matter concerns you – do please check it with the Virtual Dean's Office if you are subject to this obligation.

What is more, remember that it is obligatory to keep the deadline for submitting your thesis, which falls on the last day of the second term of exam session of the semester you take the seminar. Please remember that successful submitting your thesis is not equal to giving it to your supervisor. In order to submit your thesis it must be uploaded to APD system (archived), vetted against plagiarism, and accepted by the supervisor. All of the above must be done before the deadline. Uploading your thesis to APD system is not equal to thesis submission. Therefore, please be advised to negotiate the last possible date for uploading your thesis with your supervisor in order to give them time to accept it and assess it properly. The rules for on-line thesis submission can be found on our website: <https://ssl-administracja.sgh.waw.pl/en/dsl/thesis/standard/Pages/default.aspx>

Submitting your thesis in accordance with the rules is prerequisite to passing the Bachelor Seminar. The Bachelor Seminar is treated as any given subject. Submitting your thesis even one day later might result in your removal from the list of students without the possibility of resumption (if you do not apply for semester/subject repetition).

The Bachelor Seminar is usually to be completed during semester VI. However, the system will allow declaring it as early as semester V.

## **(3) Deans**

In an effort to facilitate all matters concerning your studies the Deans hold office hours every working day, commencing 1.09.2020. This year the team is run by Dean Prof. dr hab. Bartosz Witkowski and Vice Deans: Dr Izabela Buchowicz, Dr Joanna Korpus, Dr Małgorzata Znoykowicz-Wierzbicka and Dr Olga Mikołajczyk (second term in office).

Due to limitations in SGH Warsaw School of Economics' functioning during the covid-19 pandemic, office hours will be held solely on-line through MS Teams meetings. You should place a request to see the dean on-line. Your request should be sent to [dsl@sgh.waw.pl](mailto:dsl@sgh.waw.pl) before 10:00 one working day before your chosen dean holds office hours. More detailed information concerning deans' office hours can be found here: <https://ssl-administracja.sgh.waw.pl/en/dsl/contact/phone/Pages/default.aspx>

You can sign in for any dean's office hours, however students whose concerns regard the matters of international exchange or double diploma and foreign students are recommended to contact Vice Dean dr Małgorzata Znoykowicz-Wierzbicka.

#### **(4) Subjects completed earlier on SGH and outside**

On the Undergraduate Studies Office website you can find instructions concerning previously completed subjects' acceptance. In case of subjects already completed on SGH, the necessary application form can be found in VDO system. If you apply for acceptance of learning outcomes to be completed in the spring semester of 2020/21 the deadline for applications submission is two weeks before the end of first stage of declarations i.e. by 20.10.2020. Otherwise you will have to declare those subjects and obtain at least a pass mark. Hence, if you are not planning to complete a subject once again – do not forget about it. You cannot apply for accepting learning outcomes while the classes are running.

In case of accepting learning outcomes (or – as it is colloquially called – re-writing the marks) from subjects previously completed outside SGH, please consult this instruction: <https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/DEAN/procedura%20przepisywania%20ocen%20po%20prawione%202020%20ENG.pdf> bearing in mind the deadlines provided. However, be advised to submit the necessary requests at the earliest opportunity, as in this case the procedure might last longer and leave you in the dark as to the final decision, until the final moment.

#### **(5) Subject deletion - §23 of Rules and Regulations**

- § 23 p. 12 of Rules and Regulations allows unsubscribing from a non-obligatory subject. You can do it once during the whole course of study. You can choose a subject a month after classes' commencement at the latest. It is done through VDO system, using the form provided. This academic year the deadline falls on 0.11.2020.

After this date all applications will be processed, which means, that before it you can still change your mind and delete the application. Please be informed that decisions as to unsubscribing from a subject will be made by 04.11.2020, so it is after this date that you will see changes in your VDO account resulting in your further decisions as to spring semester declarations.

In case of subjects commencing midway through the semester, the constraint of 1 month after commencement is still in place. However, you must use the USOS system to unsubscribe as this function of VDO will not be active then. You should also use USOS in case of any problems with placing your applications with VDO.

#### **(6) Changing mode and field of study**

During declarations for semester III you were obliged to choose your field of study. Some of you failed to do so, or made an invalid choice. In such case, please submit the necessary form to the Dean's Office through USOSweb. However, bear in mind that you can choose only from what is available this year. The list you can find under the following link: <https://ssl-administracja.sgh.waw.pl/en/dsl/fields-of-study/Pages/default.aspx> Anybody willing to make a change to the field of study can do so submitting a request. The deadline falls on the 14<sup>th</sup> day before the beginning of the first stage of semester declarations. However, the decision is in force the following semester. Please remember, that the subjects chosen will not be subject to any changes, therefore, choose them taking into account the chosen future field of study. It is the only reason why time constraints were put in place. It is also worth remembering, that a change can be made only to a field of study available for your year and your mode of study.

Many of you request a change to the mode of studying, for example from evening to weekend studies. Such changes, as a rule, can be made solely at the beginning of a semester. However, be advised to place your request long before deadline, so that you can take part at least in the last stage of declarations within your chosen mode. Please bear in mind that it is impossible to apply

for enrollment for classes due to lack of earlier possibility as you submitted the request for change of mode of studies too late.

### **(7) Absence during exam**

It sometimes transpires that you are unable to take an exam for reasons that are not your fault. Typical situations are collisions of exams or illnesses. Please, do not fail to notify those concerned about those problems. The instructions to do so can be found here: [https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Studium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG\(2\).pdf](https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Studium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG(2).pdf) Students from later semesters – do not be worried. Nothing has changed, although it is worth to take one more look paying attention to the binding dates.

### **(8) What if I fail?**

The next session is a long way away, but we would like to remind (and inform) you about two issues concerning problems ensuing lack of a credit. Especially, that the last session has just come to an end or it is still in progress for those of you who had to request extension.

1. It is worth to get acquainted with Rules and Regulations where consequences of not getting a credit are laid out. Particularly:
  - on first semester you can fail only one subject (attention: PE, Academic Studies' Methodology and Introduction to Academic Culture also count as subjects) to have the right to ask for conditional enrollment for next semester. On higher semesters it is as many as 2 subjects,
  - in case of failing more subjects 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 §28 of Rules and Regulations. It stipulates that a subject can be repeated only once, the same concerns a semester. Thus, in case of repeating it is worth doing your best to be sure that the repeated subject (or all subjects during repeating of semester) will be passed, Otherwise, 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 such cases: we believe in you! However, there is also good news: as of 01.10.2020 this provision has been made more lenient. You have the possibility to repeat the last semester more times. This rule can also be applied to earlier, though not initial semesters in special cases. This means that on later semesters you might be allowed to repeat a subject more than once, although it must be a solitary case in your study history.
2. If you failed to receive a credit for a subject (or subjects) or you failed the whole semester (lack of credits or insufficient number of ECTS points) but you have not violated §28 of Rules and Regulations, do remember about placing a request for conditional enrollment/repetition of semester with the Virtual Dean's Office. The deadline is 14 days after the last day of session i.e. – in case of current semester until. 9.10.2020
3. Any requests for session extension should be submitted until 9.10.2020

## **(9) Student ID's for 1<sup>st</sup> year students**

Each student of SGH Warsaw School of Economics that has a PESEL number can activate the mLegitymacja – a virtual student ID in your mobile that has all the functions of the traditional, plastic student ID. Showing it on the screen of your mobile confirms the student status, use discounts and exemptions. Using the mWeryfikator app the eligible individuals will be able to confirm data (name, surname, picture ID, check validity). We strongly encourage you to use this option. It enables you to confirm student status swiftly.

Activating mLegitymacja (virtual student ID) requires the following steps:

- Establishing and confirmation of trusted profile
- Downloading and installing the mObywatel app
- Placing an order for mLegitymacja (QR code) through USOS using the “For students”/Dla studentów bookmark.

Detailed information concerning mLegitymacja can be found here: <https://ssl-administracja.sgh.waw.pl/en/dsl/Pages/Student-card.aspx>

Students who are not bearers of PESEL identification number will be able to obtain traditional student ID's by making an appointment for a chosen date and time through this website: <https://outlook.office365.com/owa/calendar/UndergraduateStudiesOffice@sghedu.onmicrosoft.com/bookings/>

Students of older years who already have the traditional, plastic ID's will be able to extend validity of those in the Dean's Office promptly. A system to set an appointment will be in place promptly – please check with the “News” or “Aktualności” bookmark on the website.

## **(10) Covid-19 is (not) among us**

- According to HM Rector's Resolution no. 69 of 31.07.2020 all classes this semester will be run online. By 31.12.2020 decisions will be taken as to the organization and conducting the exam session – regarding whether it will be in the traditional mode, within SGH's walls or online. All teachers have been informed as to the requirement to inform you about the terms and conditions of receiving credit for the subject in two variants of session organization during the first class this semester. If you should not participate in this class, it is advisable that you ask your groupmates to pass this information to you.
- We would also like to inform you that as of 01.10.2020 the SGH library has resumed operation. You will be able to use the reading room as well as the lending library. Those of you who, due to limitations ensuing from pandemic have not decided to come to Warsaw will also have a chance to use the Library. Each student is eligible to order scanned fragments of books and magazines from the SGH Library depository up to 50 pages per week. Details can be found here: <https://ssl-biblioteka.sgh.waw.pl/en/Pages/default.aspx>
- The first class using MS Teams have probably already come to pass. The groups on MS Teams have been created by CTI SGH on the basis of lists of students in VDO and should be updated regularly. If it should transpire that you have not been added to the group automatically, the simplest remedy is to contact the teacher and ask to be added manually.

- As it was stated earlier, the Dean's and Vice-Deans' office hours are held on MS Teams. All employees of the Deans Office are on site and to be contacted through landline and email. In emergency cases, you can arrange to be seen in person, yet to see your assistant in person requires setting a time and date of the meeting every time.
- Due to the state of pandemic you can submit your requests in two forms: through electronic systems and the post office (although not in person). We strongly encourage the former: it is quicker, cost-free and easier, and any requests made through systems are processed first. Please note, that – unlike in the spring semester of 2019/20 – there are two channels for your electronic requests: through VDO you can submit requests on forms provided (conditional enrolment, semester repetition, session extension). Other matters should be addressed through USOS, where you can find an empty form to submit any request of your choice if the form is not provided. Detailed instructions as to requests' submission can be found here: <https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/Student%20applications%20in%20USOSweb.pdf>
- We make every effort for all other matters to be processed remotely. Soon next round of on-line defenses will commence, and first year students will be asked to sign their pledges – also electronically.

#### **(11) Obtaining certificate of completion (absolutorium)**

It sometimes happens that throughout your studies, the curricula change. Subjects that were previously treated as free choice become those linked to your field of study, those linked to the field of study become major subjects. New specializations arise, the existing ones get new programmes.

The most basic rule of thumb is that you are required to follow the curriculum in place the year you started studying. Yet, what if, in the meantime a new, attractive field of study opens or new subjects are added as mandatory?

Detailed solutions to those problems can be found in The Undergraduate Studies' Dean's Instruction concerning certificates of completion: [https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/DEAN/Instructions%20concerning%20certificates%20of%20completion 6.10.2020.pdf](https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/DEAN/Instructions%20concerning%20certificates%20of%20completion%206.10.2020.pdf)

#### **(12) Everybody knows this, but...**

It is worth to remember a few rules. They are probably obvious for later years students but not so – for those of you who have joined the student ranks just a while ago.

- Information about decisions taken and all other crucial news is sent to you through email addresses in the SGH domain. Therefore, if you intend to use a different email address, please make sure your email gets transferred there. At the same time, emails concerning student matters addressed at the Dean's Office should be sent only from the SGH account.
- Prophylaxis is better than treatment. If a problem arises, it is best to address it at the earliest opportunity. We advise you to contact your assistants at the Dean's Office, who will suggest a proper solution through request submission or contact with the Dean or Vice Deans.

- Student matters are not processed through email. If you should require to consult one of the deans, please set an appointment during the office hours. If a decision is needed, submit an official request through VDO/USOS or send it by post should electronic solutions be unavailable to you. Do not send it as an email or email attachment.

We wish you a successful semester – hopefully the last one in this mode!

With regards,

Prof. dr hab. Bartosz Witkowski,

Dean of Bachelor Studies