

Dear Students,

Summer holidays are almost over, in a few days we will meet on first classes – and with some of you we will meet during second term of exam session. For some of you it will be first semester of studies in Warsaw School of Economics – those of you don't know yet, that from time to time I let myself to write to you and e-mail with more or less important technical information. It happens usually once – sometimes twice in semester, and always then, when we introduce significant from your point of view changes in current procedures and instructions. I especially encourage first year students to read information below, and in case of any doubts – to look on Undergraduate Studies website, where you can find many important information:

<http://administracja.sgh.waw.pl/en/dsl/Pages/Dean's-Information.aspx>

Because students of higher semesters most of below mentioned information will not be new and is duplicated from last year, with red colour we marked all, what was changed from previous period. Information in red are in my opinion worth reading by all of you.

- 1. Subscription to classes and deleting courses.** I remind you, that subscription to classes are done in Virtual Dean's Office. Detailed schedule of the last stages of semester declarations you can find here: http://administracja.sgh.waw.pl/en/dsl/schedules_dec/Pages/default.aspx Please remember, that in current stage there is no possibility to unsubscribe from classes. There are only **two** exceptions from this rule. First are students, who can't attend the classes because previously unpredictable and impossible to avoid causes. They are in particular: rehabilitation after accident during classes, collision with schedule in other university, discovered after declaration in WSE (with the last case you need to submit schedule of classes verified by other university and prove that the other schedule was published after publishing of our schedule). In case of full-time studies, work is not the circumstance. **Second exception is your right according to new Rules and Regulations introduced in October 2017. Its paragraph 22 allows for one time during whole course of study to resign from one subject within one month from beginning of studies, while this right doesn't apply to languages, basic and major subjects (and also the repeated ones). From technical site, in Virtual Dean's Office will be launched in second half of October the possibility to delete one course, like last year. Please rest assured – the fact that it's not yet active doesn't mean it won't be there.**
- 2. Subscription with teachers consent.** In the beginning of October (01–08.10.2018) you will be able to subscribe to classes in VDO with teachers' consent (http://administracja.sgh.waw.pl/en/dsl/schedules_dec/Pages/default.aspx). It means, that you submit in the system request to be subscribed to the group. However, until accepting the request by the teacher (it will be shown in VDO), formally you are not participants of the classes. Please remember – lack of acceptance of your request by the teacher until 10.10.2018 means, that you are not subscribed to the group, what you should check in VDO. **I would like to emphasise once more, that until the subject won't show in your schedule the same as other subjects chosen earlier, you cannot think of yourselves as participants of the classes – please note that referring later to the fact, that the subject was shown on your schedule won't be taken into consideration, if you will refer to the fact of attempt of subscription and not it's acceptance. Analogically won't be taken into consideration**

arguments based on oral acceptance of the teachers. Please remember, that this stage of declaration is only supplementary – let's not assume, that postponing of course selection until this stage will be a good solution.

3. **Subscription to classes by written request.** No paper requests for subscription to classes will be considered positively with exception of highly untypical situation, which means ie. acceptance for studies with appeal in time preventing taking part in semester declaration, illness demanding hospitalization and preventing taking part in semester declaration (**not** only within few days during one of stages, but throughout the whole process or most of it), system failure on university's side or collision with schedule from other university (documented as in first point) and necessity of changing subject or term of classes (which can mean unsubscription from one subject and subscription to the other). In a few such cases you need to prepare written request for subscription to classes (in case of collision with schedule of other university – subscription for the classes must be on the same request that unsubscription) and bring it to the Dean's office to obtain Dean's or Vice-dean's signature and request for teacher's opinion. With this application (if there is Dean's or Vice-dean's annotation for teacher's opinion) you should go to the teacher for possible acceptance (copy of the request should be collected at your Assistant in Dean's office).

4. **Applications/Requests and service in Dean's office.** First of all I would like to inform you, that every day on work days and on Saturdays during Weekend-mode classes, in Dean's Office the office hours are held, which schedule was adapted also for Part-time mode students (<http://administracja.sgh.waw.pl/en/dsl/contact/Pages/default.aspx>), but for the office hours of the Dean you need to sign up earlier by e-mail (by sending a message to dsl@sgh.waw.pl; e-mails should be send ONLY from your SGH e-mail account), for Vice-deans' office hours you don't have to sign up. To avoid disappointment, I would like to remind you, how most effectively and simply do things in Dean's office:
 - matters that require submitting application/request: all applications and requests are submitted to the Registry office (timetable: <http://administracja.sgh.waw.pl/en/dsl/contact/Pages/default.aspx>).
Attention: in front of the Dean's office (room 5) you will find ticket machine, which must be used to take your place in the queue to your Assistant or Registry office
Deans don't admit any requests or applications!

 - technical matters, enquire information: we invite you to your Assistant, during office hours (<http://administracja.sgh.waw.pl/en/dsl/contact/Pages/default.aspx>)

 - difficult matters, requiring more than technical help: we invite you to Vice-dean's office hours (<http://administracja.sgh.waw.pl/en/dsl/contact/Pages/default.aspx>)

 - untypical matters: we invite you to the Dean, during his office hours.

Due to legal requirements, the Deans do not give advices or examine student matters by e-mail.

What to do, for your matter to be taken care of simply and effectively? First of all, remember about few things:

- If you are referring to untypical circumstances in your request, you need to provide evidence. For example, if you have problems because of long-term illness, you need to attach document confirming said illness.
- You absolutely need to remember about punctuality. **Rules and regulations of studies and Dean's instructions determine time and deadline for submitting specific kind of applications and requests, it concerns particularly troublesome situations, ie. request for repeating of semester. We ask you to respect the deadlines – otherwise sometimes we must decline your requests because of formal reasons. Many requests and applications are declined because they were submitted too late, as is clearly stated in Rules and Regulations, according to which for certain applications you have fixed terms and deadlines.**
- The more difficult is your situation, it is best to be more sincere and react quick. Problem reported earlier and presented sincerely is generally possible to be resolved. Reported after deadline and only partially – not always.
- Regardless to whom your request is addressed they considered by the Vice-deans (of course if the issues raised in your request don't extend the area of Dean's competence). You have the right to appeal from their decisions to the Dean OR DIRECTLY TO THE RECTOR. In such situation it is worth to think about the reason of declining your request. If, for example, you didn't attach proper documents, it is worth to complete it.
- Requests should not be send by e-mail, and if you attach copy of a document, you should bring original to the Dean's office – our employees will confirm its faithfulness.
- Coming to the Dean's office hours with simple matter is only extending the waiting time during the hours. It is worth to find out if such matter can be solve by your Assistant.

5. **RODO CLAUSE (Decree of protection of personal data clause).** All our students were asked to submit suitable agreement, the content of which derive from regulations of Decree of protection of personal data (RODO). They are essential for us, so we can coordinate your educational processes. Students of 2nd and 3rd year we will soon also ask for relevant agreements – right now the form, in which we will address you is being established. Your agreement will allow as coordination of your studies and also consideration of your requests and applications, with only one exception. It's relatively rare, however in your applications you are referring to the situations involving third parties, and to prove it you provide sensitive data (e.g. you refer that you were unable to prepare for an exam, because you were taking care of a close person, and as a proof you provide document of his/hers stay in hospital). In this case the law requires us to have the consent of said third party for processing of their sensitive data for purpose of examination of your application. On our website in bookmark "Forms" we will soon have a form of said clause, to be filled and signed in such – and only such – situation and that should be provided. Please remember to attach it to submitted request, otherwise we would not be able to process the relevant data, and therefore – grant you possible consent based on such documentation.

[In case you will submit the electronic requests, signed form should be scanned and attached to electronic request. W przypadku gdy składać Państwo będą podanie w formie

elektronicznej, podpisany formularz należy zeskanować i dołączyć do podania wysłanego elektronicznie]

6. **Extension of exam session.** Request for extending of exam session should be submitted as soon as possible. In justified cases we extend the exam session until 15.10.2018. After the Dean's consent, you should contact your teacher directly and set the individual date of exam. Procedure of extension of exam session is described in details here:
[http://administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Stodium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG\(2\).pdf](http://administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Stodium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG(2).pdf)
7. **Verification of correctness of data.** Anyone makes mistakes. Therefore, I would like to remind you, that not only because of the reasons of statutory duty, but most of all for your comfort, it is worth to make sure within 2 weeks from the end of exam session, that on your account in VDO all grades are credited and that they are the same as the once you received. It is difficult to correct them after few months or even later. Similarly, before the upcoming exam session we ask to verify if all subjects, that in your opinion you are subscribed to, are visible on your VDO account. You cannot approach to the exam of the subject you are not enrolled in - and this means that the lecturer can or even should prevent you from doing so, if your name is not on the protocol. It is best to avoid this by checking your list of subjects earlier and by reporting possible errors immediately to the Dean's office.
8. **Repeated subjects.** Please remember to submit request for conditional enrolment or repeating semester in the deadline! **Generally, you have 2 weeks from the end of second term exam session and you shouldn't exceed this date, and it is best to do it as soon as possible** – thanks to that we will be able to subscribe you to repeated subjects sooner. If you have failed one subject in semester (after 1st semester – two subjects), you should submit the request for conditional enrolment for next semester, indicating the subject, you need to repeat. However, you should note that the new Rules and Regulations in paragraph 27 impose certain limitations in case of repeating subject more than once. It's worth to try to subscribe for the classes of repeated subject on your own to preferred teacher, but if you won't do it – you will be subscribed for this classes by the Dean's office (depending on space availability in the groups), however we will not be able to provide most suitable time for you (moreover, in the event of collision, subscription to the repeated subject can cause deleting of other subject). It's worth to pay attention and fill the request carefully
http://administracja.sgh.waw.pl/en/dsl/start/Documents/od%202017/druk_warunek_powtazanie_2017%20ENG_v2.pdf Please remember that you are obliged to subscribe to repeated classes in first possible term.
9. **Obligatory courses.** I remind you, that you are obliged by the plan of studies, which is very precise in first three semesters. Please remember to subscribe to classes, which are obligatory for your semester. Otherwise, we will have to subscribe you. However, in that situation you won't have influence on time of classes and the teacher, and moreover – if there will be a necessity, we will have to unsubscribe you from other classes, on which you will subscribe on your own, because we don't create collisions of subjects. It is best to avoid it and to take the matter in your own hands!
Moreover, the Dean's office will subscribe you to the obligatory courses, which you were supposed to choose, and you didn't, after a while from the beginning of semester, which may

be an obstacle itself. Although after each intervention of your Assistant you should receive an e-mail on your SGH e-mail account, I would suggest that you check your VDO account from time to time.

10. **Student cards.** We have created a special hours for the first year students, during which you can collect your student card. Specific information are here:
<http://administracja.sgh.waw.pl/en/dsl/Pages/news.aspx?NewsID=20e54c8f-0c5a-4228-8ad0-17656e88f219&ListID=22a97e21-9cf6-41c0-b8da-f5db036ecbb8> What is important, collecting or extending of student card for part-time and paid studies is possible after paying at least first instalment of the tuition fee for winter semester (according to the form of payment declared in your agreement).
11. **Subscriptions to bachelor seminar.** Until 8th October 2018 will be held subscriptions for bachelor seminar **for winter semester 2018/19**. Those of you, who wish to take bachelor seminar in spring semester 2018/19, will be able to subscribe to them between 30st October 2018 and 25th February 2019. Subscriptions to bachelor seminar are possible only in Virtual Dean's Office. **Attention:** before that term there is no possibility to subscribe for bachelor seminar in spring semester. If you subscribe until 8th October 2018 you will subscribe for bachelor seminar in winter semester, which means you will have to submit your bachelor thesis by the end of winter semester under the penalty of repeating of seminar, and that is quite expensive. Please remember that!
12. **Submitting of bachelor thesis – changes in the Rules and Regulations.** It is worth to read whole Rules and Regulations in free time – it can seem a little bit different from the one when you began your studies in WSE. In last time in the Rules and Regulations have appeared significant changes relative to submitting of bachelor thesis and a few words about that. You can do it until the end of your studies, so those of you that finished sixth semester can do it until 25.09.2018, those of you, who will take the bachelor seminar in winter semester – until 22.02.2019. Please remember, that if these limits will be exceeded it will in general effect with removing you from the list of students. Why “in general”? Because Rules and Regulations say also, that in significant cases the deadline of submitting bachelor thesis can be extended maximum up to three months. Please note that it says about very specific cases – it means situation e.g. in which most of the semester (and not the last week of September) you were in hospital, or you have experiences some personal misfortune, which we do not wish in any circumstances. Please do not assume, that the argument can be lots of work in your company or difficult exam session in WSE or other university, where you study in parallel. The circumstances entitling the Dean to extend the deadline of submitting the thesis must have extraordinary character. So if you are on the finish line – please gather your strength and make it in time until 25.09! By the way: those of you, who submitted the thesis in September or will obtain your completion of studies (absolutorium) during September exam session can expect the dates of defences in October or November the latest (although we will do our best to make it in October).
13. **International Exchange.** Students planning to go to international exchange should familiarize themselves among other things with the Dean's information for ERASMUS students, bilateral agreement and Free movers (available here:), as well as the Rules and Regulations on Student and Doctoral Mobility

14. **And finally...** I encourage you to set the redirection from your SGH e-mail account to your private mailbox, if you prefer to use the other one. We do not spam you with the information, and e-mails as long as the above one are sent maximum twice a year, however, while reading you noticed that some information we send to your SGH e-mail account. Moreover, some information to the Dean's office can be send only from student mailbox (e.g. scan of doctor's leave). You may also want to visit your VDO account from time to time (as there are many important things).

I wish you successful semester!

Yours faithfully,
dr hab. prof. SGH Bartosz Witkowski
Dean of Bachelor Studies