

Dear Students,

In order to meet Your expectations, in current semester we added the possibility to subscribe to running classes by written requests with the consent of the lecturer. Despite that, some students didn't choose classes for minimum 30 ESCT points (or less, if in previous semesters student had a surplus of realized points). What's more, some of You didn't subscribed for obligatory courses, which should be realized according to the plan of studies.

We made a decision, that in current semester absolutely exceptionally we won't in principle draw far-reaching consequences in relation to students, which realize too small amount of ECTS points. Those of You, which are in this situation should in statutory term **after finishing of semester** submit request for conditional enrolment for next semester. These requests will be considered positively and we won't be charging fees for missing ECTS points, and in case of students who will lack large number of ECTS points, the decisions will be made on individual basis. At the same time the obligation will be impose on You to realize the appropriate number of subjects in next semester, so after it's finish (provided that You will complete all classes), the total number of ECTS points on Your account would be equal to the product number of finished semesters and 30 ECTS points.

Those of You, who won't realize the obligatory course according to the plan of studies for appropriate semester, are obliged **within 7 days after the end of semester** to submit request for permission to realize missing subjects at later term.

It should be noted, that the situation should be considered as exceptional, because according to the Rules of Studying, the Dean in such situations has right to delete the student in above mentioned situation from the students list due to lack of inclusion of the semester. I very much hope that in the future You will keep proper care and never again it will come to such harsh for everyone situation.

At the same time, I wish to inform You , that the Deans of Undergraduate Studies Office will be discussing with the coordinators of basic subjects, in order to run individual groups in next semester. The aim of this is to enable realization of classes in next semester for those of You, who despite of the obligation didn't subscribed in proper term for basic subject or for those who would fail the exam (I hope that those students will be as little as possible!). If running the subjects in this mode will be possible, students in such situation will be obliged to attend missing (or failed) classes in nearest possible term – I hope, that in case of success, it will be a lot easier for You because it will allow to pass the semester earlier in normal, not condition enrolment mode. At the same time please pay attention to the fact, that subjects run in winter semesters (as for example Mathematics or Economic History) could be chosen in summer semester. Therefore **I impose an obligation of choosing basic subjects for summer semester 2016/2017 by students, which should realize those subjects in previous semesters of studies, and failed that requirement due to not subscribing for the classes or failing them in previous semester.**

In addition, based on experience from current semester I wish to inform You, that beginning from summer semester 2016/2017 in Undergraduate Studies Office we will start to use regular permission for subscription for subjects of students, which will not declare sufficient amount of ECTS points. Please note that although by definition we will subscribe You only to the major subjects or subjects related to major, I can't guarantee that this will be classes that You would choose yourself or in hours that would suit You and Your plan. You should not treat this announcement as a solution of subscription problem in Undergraduate Studies – subscribing to the groups will depend on availability of places, and in the same case for some students there could not be possibility to realize above mentioned announcement in accordance to already picked subjects. In extreme cases we will be able to make a decision to delete subjects from Your declaration, so You will be able to be subscribed to other classes, optimizing the question of completing plans with missing ECTS points for bigger group of students.

To avoid the above, the easiest solution for You will be to subscribe yourself to the classes providing the appropriate amount of ECTS points in given semester and I urge You to that. I remind You, that until Sunday, 13th November, lasts the first turn of semester declarations in I stage and it is obligatory

for everyone, and in the same time it is a good introduction to choose a plan, which will provide you interesting, valuable and in accordance with Your expectations classes.

Please remember, that unsubscribing from classes will be possible **only in second stage of semester declarations** (apart from the basic courses, on which you need to be subscribed), and in the third stage you will be able only to subscribe to classes, as far as there will be vacancies. Thanks to that we will be able to guarantee You some stability – classes in schedule will not disappear from the grid in last minute or after beginning of semester. On this occasion, it is worth noticing that in current semester we were able to lead to situation that none (!) of subjects was closed in this mode (the exception are classes which are not running due to prolonged illness of the teacher, though in this case also we hope that we can find a solution). To make this possible, it is necessary to limit the possibility of unsubscribing in later term only to the special cases (term "special" needs to be treated very seriously – special case is not, for example, sudden change of interests or schedule of activities pursued by You within the hobby course of Czech language; it can be the need of attend the rehabilitation due to newly broken limb or schedule from other university, that You attend parallel, presented after second stage of semester declaration on SGH).

I wish you well-chosen classes for the next semester!

Yours sincerely,
Bartosz Witkowski
Dean of Undergraduate Studies Office