

**Instruction of the Dean of Bachelor Studies regarding additional terms of exams  
applies from September 2018**

Based on the Rules and Regulations of Studies in Warsaw School of Economics, allowing the Dean of Bachelor Studies appointing additional term of exam in case of its non-use in special, justified and documented cases, I introduce the following rules for additional terms of exams.

A. In case of collision of terms or more than two exams in one day

1. Students who have collision of exams or those, who during the session have exams from at least three exams on one day are entitled for additional term of exam in prolonged exam session. In case of overlapping terms of exams it is assumed, that the student should take one of the colliding exams, and for others he can apply for prolonged exam session. In case of more than two exams in one day (without time collision) it is assumed, that the student should take two of the exams, and for others he can apply for additional term in prolonged exam session.
2. The condition for possible use of this entitlement is reporting **before** beginning of exam session (separately for first and second term of exam session) the fact of collision or more than two exams in one day. Declaration can be made via e-mail **with the address from SGH domain** to the appropriate Dean's Office assistant or in writing, submitting sufficient information to Dean's Office.
3. For additional term of exam you need to apply on appropriate form, prepared and provided by Undergraduate Studies Office.

B. In case of illness

1. In case of illness, student who wants to apply for additional term of exam in prolonged exam session is obliged to deliver to Dean's Office sick leave form **within 3 days, from the next day after issuing of the form** (in case of long term sick leave, issued more than 3 days before the exam session, it is requested to report it until the first day of exam session, including). It is necessary condition for future use of possible additional term of exam.
2. Recommended form of submitting the sick leave form to Dean's Office is to send its scan (**only with the address from SGH domain**) to the appropriate Dean's Office assistant. You can also submit it in person or with help of third person (to the Registry office or box) or by post. Each time you need to attach information about the student, which the sick leave applies to – name,

last name, student number, year of studies, type of studies, name of the Dean's Office assistant.

3. In case of failing the subject after the second term of session, student, who submitted in time the sick leave form (as described in previous points) can apply to the Dean for additional term of exam, if the term of previous exam was overlapping the dates on sick leave.

4. For additional term of exam students can apply on proper form, prepared and provided by Undergraduate Studies Office. If earlier applications of sick leave was made with attachment of scan or non-confirmed copy of sick leave form, you need to attach the original or its confirmed copy (confirmation can be made in Registry office in Dean's Office).

5. In case of electronic applications send in VDO system, there is no necessity to submit the original of the sick leave when submitting the application. Student is however obliged to keep the original of the sick leave for a year from the moment of submitting the copy and to show the original for the document when asked by the Dean within a year from the day of submitting the application. In case of the applications submitted in paper form, the student is obliged to submit the original of the sick leave or the verified copy, if such document was not submitted earlier (the copy can be verified in Registry office of Undergraduate Studies Office when submitting the application – student should have the original of the document to show it).

**6. Necessary condition for use of the entitlement due to absence justified with illness is lack of approach to any exam in Warsaw School of Economics during time of sick leave.**

#### C. Other cases

You need to remember, that in case of applying for additional term of exam due to reasons other than in point A and B, you need each time to provide reliable and original (confirmed copy is acceptable) documentation of reasons given in application. The Dean makes each time individual assessment of the presented reason.

#### Comment to the instruction:

In relations to the existing practice for additional term of exams, we introduced following changes:

- In case of illness, to use of possibility of application for prolonged exam session, during the sick leave you shouldn't take any exams. In other words, you can't treat the sick leave selectively.

- The fact of illness needs to be reported until 3 days from the date of issue of sick leave form. If the form was issued i.e. on 22.01.2017, the fact needs to be reported until 25.01.2017 including (if by post – the stamp date decides). Important: just reporting the fact of having the sick leave to Dean's Office doesn't oblige for anything and doesn't prevent from anything.

Example: Student felt ill on 24.01.2017 and he received sick leave until 29.01.2017. On 28.01.2017 he had planned an exam. On the day the sick leave form was issued (and the latest until 27.01.2017) student sends the scan of the form to his/hers Dean's Office assistant. But on 28.01.2017 student decides he feels better and decides he can take the exam. The report of sick leave doesn't prevent him/her to take the exam and he/she doesn't need to i.e. report resignation from the use of sick leave – the student just needs to come to the exam. But if the student has an exam on 29.01.2017 (last day of sick leave) then the attendance on exam on 28.01.2017 prevents him to use the sick leave on the exam on 29.01.2017.

So in conclusion, you need to remember about reporting the fact of illness in term and not using the sick leave only for the selective terms. Any other rules written and customary remain unchanged.