

Dear Students,

The new semester of classes began, that is why, traditionally, I would like to pass you some important information for Undergraduate students.

- **Until Monday 1st of March until 10:00 a.m.** takes place the additional stage of subscription “with teacher’s permission” – to be subscribed to **classes the acceptance by the teacher is necessary** – lack of acceptance or lack of reaction from the teacher means rejection of the request for subscription. Please note that the teachers have time until 2nd of March to make the decision. After that date subjects not accepted by the teacher will be removed from your VDO account;
- Subscribing to the classes in MS Teams group is not formal acceptance for subject – effective subscription for the classes is possible **only in VDO declaration**. The fact that the teacher will add you to MS Teams, agreeing for you to participate in classes of specific group is not and will not be the ground to upload the grade to the protocol and pass the classes;
- Until 23rd of March the information about your subjects in spring semester 2020/2021 will be available in Virtual Dean’s Office. After that date the information will be moved to USOS and will be available in both systems. We encourage you to make sure that your “account” status – now in VDO and after 23rd of March – also in USOS, is correct;
- If any of you (through no fault of your own) didn’t participate in exam session, you can submit the **request for extension of exam session until 1st of March**, according to the Dean’s instruction <https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/DEAN/Instrukcja%20Dziekana%20Studium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG%20od%20wrze%C5%9Bnia%202018.pdf> – before submitting such request (necessarily by a suitable system, not as i.e. attachment to e-mail send to the Dean or Dean’s office!) please read this instruction carefully. I also urge you not to delay the matter;
- In other case, if you didn’t pass the subject/subjects or semester because of other reasons (i.e. negative grade, lack of realization of mandatory subject in specific semester, insufficient amount of ECTS points), but you didn’t violate paragraph 28 of Rules and Regulations, you should submit the **request for conditional enrolment or repeating of semester until 5th of March – the deadline according to the Rules and Regulations and it is binding**;
- During the course of study, each of you have the right to **one-time deleting of the subject** (mandatory subjects excluded). In this semester, notification of intend of withdrawal according to paragraph 23.12 of Rules and Regulations will be possible **between 5th and 22nd of March, until 10:00 a.m. in Virtual Dean’s Office**;
- Requests for extension of exam session, conditional enrolment, repeating of semester, you can submit in Virtual Dean’s Office, where you can find the forms for these requests. If you wish to submit the request in other matter, please do so by electronic request in USOSweb. Please remember, that submitting the request in incorrect system or on incorrect form can delay and in extreme cases – make it impossible to resolve your request;

- Students who realize the bachelor seminar are obliged to prepare and submit the bachelor thesis **until the end of spring semester**, the latest until **26th of September**. You need to remember, that **handing the thesis over only to the supervisor is not equal to effectively submitting it** – before the deadline the thesis should be correctly uploaded to Archive of Diploma Theses (APD), send to anti-plagiarism system and accepted by the supervisor. For **the date of submitting the thesis the date of its acceptance and assessment by the supervisor** is recognized. I encourage you to **establish with your supervisor until when should you upload the thesis to APD, so that the supervisor will have time to accept and grade the thesis within deadline** – in other case you can risk missing the deadline, which can be very troublesome, especially for those of you who wish to take up master's studies in SGH in next academic year. The bachelor thesis submission policy is available on our website: <https://ssl-administracja.sgh.waw.pl/en/dsl/thesis/standard/Pages/default.aspx> ;
- For students, who wish to **defend the thesis in July** the deadline for submitting the bachelor thesis is **31st of May**. Bachelor defenses are planned between 8th and 23rd of July 2021. Please remember, that the same rules apply here regarding the understanding of the terms “thesis submission” as described in the previous section;
- Due to the epidemic situation, the direct services to students in Dean's office continues to be suspended except in special cases by appointment. However, we continue to maintain the existing Dean's MS Teams consultation and MS Teams consultation, telephone and e-mail support by Dean's office staff. Detailed information on forms of contact can be found on our website: <https://ssl-administracja.sgh.waw.pl/en/dsl/contact/Pages/default.aspx>.

I wish you a successful semester and hope that the following semesters will be held in the traditional form – as I am sure you do, I also increasingly miss the possibility of the direct contact.

Best regards

Bartosz Witkowski
Dean of Bachelor studies