

Dear Students,

Due to impending examination session and the commencement of classes for the spring semester of 2021/22 just after, I would like to draw your attention to a few organizational details.

1. **Examination session** after winter semester will be held:

First sitting: **24 Jan. to 6 Feb.2022**

Second sitting: **12 Feb. to 18 Feb.2022**

The System of Examination Protocols at the Undergraduate Studies' Office will be open within the following periods:

I sitting: 12 Jan. to 6 Feb.2022

II sitting: 10 Feb. to 22 Feb. 2022

I strongly advise you to check if all the received credits are featured in the protocols (according to Rules and Regulations of Studies it is your duty to verify the credits, however above all, it is worth it to make sure). Be advised that being enrolled for a course is prerequisite to sitting an exam. It is also advisable that you check and verify the lists of courses on your USOS accounts as this information is binding. In case of any doubts, please contact the Undergraduate Studies' Office.

2. In accordance with The Rector's Order no. 3 of 13 Jan. 2022 (https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/ZR_%203_2022_czasowe_wprowadzenie_ksztalcenia_na_odleglosc_studenci_doktoranci_sluchacze_studiow_podyplomowych_sesja_zimowa_EN.pdf) **the examination session for the winter semester of the academic year 2021/22 will be conducted using electronic media**, without face to face contact of the examiner and the examinee(s). Therefore, it is the last chance to verify this issue with your instructors should you have been absent in class for the past week.
3. Under § 23 sect. 6 and 7 of Rules and Regulations of Studies, Students who were not able to use two sittings due to collisions of dates and times of two exams during one day or absence resulting from other reasons – can apply for session extension. In such a case it is recommended to consult these instructions: https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/DEAN/Instrukcje%20dziekana%20od%201.10.2021/Instrukcja%20Dziekana%20SL%20z%2026.07.2021%20w%20sprawie%20trybu%20i%20terminow%20usprawiedliwiania%20nieobecnosci%20na%20egzaminie-%20ENG_od1.10.2021.pdf and https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/DEAN/Instrukcje%20dziekana%20od%201.10.2021/Instrukcja%20Dziekana%20SL%20z%2026.07.2021%20w%20sprawie%20ustalenia%20w%201%20dniu%20wiecej%20niz%202%20egz%20lub%20kolizji%20godz%20egz%20-%20ENG_od%201.10.2021.pdf

You can apply for session extension from 16 Feb. 2022 to 2 Mar 2022 using Virtual Dean's Office. It is a good idea to do this as soon as possible in order to have time to revise the material before the date of the exam set by your instructor.

Also, bear in mind, that due to the session being conducted remotely, **quarantine** does not prevent you from sitting exams and writing tests, hence it cannot be used to account for your absence during session. On the other hand, the certificates stating contraction of SARS-CoV-2 virus and need of **isolation** will be treated as medical leaves of absence. However, like other medical documents (leaves), they are not to be used selectively. In case of coronavirus contraction and any doubts concerning this, please get acquainted with the following instructions linked above.

4. You can file your **application for conditional enrollment or semester repetition** through the Virtual Dean's Office starting **from 16 Feb. 2022 until 4 Mar. 2022** (up to 2 weeks before the end of the session and this deadline is non-extendible!). If you should fail to receive credit in any of the courses, make sure that you get acquainted with your rights and obligations as stipulated by §28 of Rules and Regulations of Studies.
5. On this occasion I would also remind you about rules **regarding Certificate of Completion**:
 - Obtaining Certificate of Completion is dependent on completing courses from a specified list of basic mandatory courses, those linked with your Major and those connected to your field of study. Obtaining any 180 ECTS does not result in studies' completion. Study plans and curricula can be found in the Virtual Dean's Office here: <https://ssl-administracja.sgh.waw.pl/en/dsl/rules/plan/Pages/default.aspx> Do remember that those of you who resumed studies after resignation need to check which teaching programme is valid in their case and whether you will be able to complete it before the estimated completion time. **Bear in mind that Deans Office does not enroll you on classes in the midst of the semester and the only path to take in order to subscribe for a course is to successfully choose it during declarations through the Virtual Dean's Office.** Hence, be advised, especially if it is your last year, to confront the list of completed courses with your study programme, which should point to any discrepancies and result in you choosing whichever courses are missing – in order to be awarded certificate of completion. It is advisable to remember that ECTS for a repeated course should be counted once only. This error very often resulted in students being unable to receive certificate of completion during the past years. I would also like to remind you that during the last semester of studies you are obliged to subscribe for the Bachelor's Seminar. You can do so until the end of the penultimate semester. Should you fail to do this, the choice of Tutor will be made by the Dean, which might not be the most convenient option for you. Therefore, those of you who still have not chosen the Tutor and subscribed for the Seminar are strongly advised to do so as soon as possible.
 - Your Bachelor Thesis has to be submitted in time, the deadline being the last day of the second term of the examination session during the semester of your Seminar. **Equally, if you want to defend your thesis in July, which is a sine qua non for taking part in recruitment procedure for II cycle studies in Warsaw School of Economics, among others – you need to submit the Bachelor Thesis until 31 May 2022.** Be advised that successful submission of your Bachelor Thesis does not mean that you pass it to your Tutor. Before the deadline your paper needs to be in the APD archive, vetted for plagiarism and accepted by the Tutor. **Uploading your Bachelor Thesis to APD archive does not mean that it has been successfully submitted. In order to submit your Thesis you need acceptance and marking by the Tutor.** It is, therefore

recommended, to agree the latest date to upload the paper to APD with your Tutor, in order for him/her to have enough time to accept and grade it. Rules and regulations for on-line Bachelor Thesis submission can be found here: <https://ssl-administracja.sgh.waw.pl/en/dsl/thesis/standard/Pages/default.aspx>

Successful submission of your Bachelor Thesis is necessary in order to receive credit for your Seminar. The Bachelor's Seminar is treated like any other course – failure to submit the Thesis within the specified time can result in expulsion without the possibility of resumption – even if you are just one day late (should the requirements for course/ semester repetition not be met).

Detailed instructions concerning this problem can be found in the Dean's Instruction here: https://ssl-administracja.sgh.waw.pl/en/dsl/Documents/DEAN/Instructions%20concerning%20certificates%20of%20completion_6.10.2020.pdf

6. On the Undergraduate Studies' website you can find an abundance of useful information. It is recommended that you find it and consult it, especially before planning a visit with the Dean's Office. As a result of the pandemic, we are forced to introduce a lot of changes to office hours or processing. All changes to the system are regularly published on the website.

Wishing you a successful session and good spring semester,

Prof. Bartosz Witkowski,
Dean of Bachelor Studies