

Dear Students,

The current semester is a difficult time due to the epidemic. Our activities have been limited, our plans have changed and the undertakings we are going to undertake become questionable.

I would like you to know, that as your lecturers we are fully aware, that this situation also affects you and we do everything we can to function as normally as possible and that you need to concentrate as little as possible on the organisational barriers concerning your studies at SGH.

It is a great challenge to organise teaching at the appropriate level. The key issue is to cooperate with lecturers, who in many cases face the problem of conducting classes in a formula in which they have never done it before, which is really difficult for some classes – especially the most interactive ones so far. I know from many conversations and reports that both you are in most cases actively participating in the classes and the lecturers are making efforts to achieve the assumed educational goals. I also know that sometimes you have problems, for example with finding each other. Please note that thanks to the activities of the Student Council you have the opportunity to report problems with distant learning in a survey prepared for this purpose. I believe that thanks to everyone's commitment we will be able to successfully complete the classes during the spring semester.

The organization of many accompanying processes to teaching is extremely important. I would like to remind you that the Dean's Office is still in operation, all applications are processed on an ongoing basis, the assistants are available to you via e-mail and telephone, and the Deans have office hours everyday on the MS Teams platform, to which you can sign up if necessary. During the office hours we come to the university, so we have access to your complete documentation and are able to advise and answer questions based on it. In less than a month's time, declarations for next semester will also start – details about them can already be found on our website. We are doing everything we can to ensure that the access to the Deans and Dean's office is not a barrier for you.

In order to facilitate our common functioning, we have already taken – and continue to take – a number of steps, such as postponing the payment of school fees in March and April 2020 until the end of May 2020 by Rector's order.

Unfortunately, we are not sure that our physical return to the school will take place this month, or even next month. We very much interested in the continuity of the education process and in establishing such rules which will be least possible obstacle for you. Therefore:

- 1) by 10th of May 2020 at the latest, the lecturers will inform you about the form of credit for their classes in current semester – this form may differ from one specified in the syllabuses, so that you can pass the classes remotely,
- 2) we have developed a procedure for accepting the internships. We know, that for some of you it may be a problem to obtain a seal on the documents, therefore we will also accept e-mail confirmations, and all documents can be sent in the form of scans using the USOS applications,
- 3) students of the last semester may have a problem with passing the internship – especially in the case of bachelor studies it is very important because it is necessary to obtain the completion of studies, and without it you will not be able to start the masters studies. That is why we encourage you to try to reach an agreement with your employees and carry out internships remotely, and where this is not possible we will try to help you by making a number of internship places available in selected SGH units,

- 4) we wouldn't want you to have to experience the additional stress of postponement of the bachelor defences. That is why we prepared for the process of organizing the defences remotely. In the [appendix](#) you will find instructions on this matter – we expect that already at the end of April we will carry out the first defences for those who submitted their work and whose approach to defence was prevented by the epidemic. **That is why we ask especially those of you who are waiting for the defence to follow your e-mail in SGH domain.** I hope that this attempt will be successful and, if necessary, the defences in July will also take place in this mode.

We're about to have Easter. I hope that despite the restrictions, you will have the opportunity to spend time with your loved ones and forget about everyday difficulties, which I deeply believe will soon be behind us. So I wish you Happy Easter.

Best regards and continued health wishes

Bartosz Witkowski, Dean of Bachelor Studies