

Dear Students,

In connection with the finishing semester I am sending a handful of information for undergraduate students in SGH. Some of them are duplicated in relation to previous semesters – in that case I will describe the case in brief, and I ask you for checking the link to the older letter, if you don't remember the details.

1) Defences after spring semester 2018/2019

Defences are planned for period 10th – 26th July 2019. Initial schedule of defences is available on our website

http://administracja.sgh.waw.pl/en/dsl/thesis/schedules_defenses/planned/Pages/default.aspx

Please remember that it is conditional – to take the bachelor exam you have to submit the thesis until 31st May 2019 and obtaining the completion of studies (“absolutorium”) in first term of exam session. Condition of obtaining the completion of studies is also receiving the “pass” grade for bachelor seminar in protocol.

To facilitate the process of submitting the theses, in period 27th – 31st May 2019 we extended the hours of receiving the bachelor theses and personal questionnaires:

27.05 (Monday) 12.00-18.00

28.05 (Tuesday) 9.00-13.00

29.05 (Wednesday) 12.00-18.00

30.05 (Thursday) 9.00-13.00

31.05 (Friday) 9.00-13.00

For those of you, who won't manage to submit the thesis until the end of May or will not obtain the completion of studies before summer holidays, the defences will be organized in autumn – between second half of September and November (depending on when you will obtain the right to approach the defence).

Please note that you are required by rules and regulations to submit the thesis until the end of planned period of studies. In case of students of current sixth semester the deadline is **27th September 2019**. Please remember, that failure to submit the thesis within the deadline means that it is necessary to repeat the bachelor seminar and with thus the sixth semester, which must be requested in application submitted not later than 2 weeks after the end of exam session (second term). However, please remember that according to the rules and regulations such repetition can take place at most once per subject/semester!

I would like to ask you that you regularly check your SGH student e-mail (it is worth now to set up redirection, if you prefer the account on different server), because that is the place when the information about the final planned date of your defence will be sent.

2) Winter semester declaration

Full list of declaration terms and description of its specificity (when you can subscribe/unsubscribe to what and from what) you can find here

http://administracja.sgh.waw.pl/en/dsl/schedules_dec/Pages/default.aspx It is worth remembering a few principles at the same time

- subscriptions with the teacher's approval takes place **only** on the given dates and it is only the good will of the teacher. You can't treat this stage equally as the previous ones and use it as an argument in requests to the Dean's office that “I asked but the teacher did not agree” or “the teacher said he will agree, but at the end he didn't click it in the system”. We receive many such requests and they cannot be resolved positively. It is worth to remember and treat this stage as a possibility to

supplement free spaces in schedule as far as possible, and subscription should be realized until III stage of declaration,

- **very important:** we don't subscribe for subjects based on paper requests, even if you have the teacher's approval on it. The exception to this rule are situations, in which for example there was a failure of single student's account. But then, before you go to the teacher you should come with the request to Dean's office. The Deans, if they find it appropriate, will add a request to the teacher for an opinion on an application.

- The reverse sequence should only be used in situation, when you want to subscribe to the individual classes. Then, **if the given subject was not launched on your mode of studies with any lecturer**, you should submit the application to the Dean for permission to realize them with indicated lecturer, and **before** submitting the application you should go to the above mentioned teacher and ask him/her to write on the request, that they agree for individual teaching of given subject. Such application should be submitted to the Dean's office **at the very beginning of semester**. Requests submitted later will not be resolved positively.

- We would like to draw your attention to the fact, that according to the rules and regulations you are obliged to certain amount of ECTS points for basic subjects, major subjects (for specific field of study), connected to your major (for specific field of study) and elective subjects. Before the last semester of studies (or preferably much earlier) you should check your points. There are many students, who learn about lack of 1 or 3 ECTS points for completion of studies literally a month before the planned date of defence (or even less than a month). Please not that it is your responsibility to declare subjects in such way that the required plan of studies is realized! And as in previous point: we will not subscribe you to "missing" subjects in the middle of last semester of studies – you have to think about it earlier; it's best to do it immediately.

- Some programme changes were made in some fields of study, which, even if widely publicised, have escaped the attention of many people. In particular, we observed that for "Econometrics" in upcoming semester have subscribed quite a few students of Quantitative Methods, for whom major subjects is not "Econometrics" but "Econometrics I". It's a big difference, even if it looks small. Therefore I ask all of you to verify whether you realize those subjects, which you should and whether in such a number as will ensure completion of studies.

3) Collisions and sick leave during exam session

This is very important point. All students, especially students of current sixth semester, should you become ill during the exam session or you already noticed, that there is a collision in planned exam schedule, please remember point (3) from last year's instruction:

[http://administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Studium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG\(2\).pdf](http://administracja.sgh.waw.pl/en/dsl/Documents/Instrukcja%20Dziekana%20Studium%20Licencjackiego%20w%20sprawie%20dodatkowych%20termin%C3%B3w%20egzamin%C3%B3w%20ENG(2).pdf) (those of you, who read it at the time, I assure you that nothing has changed).

4) Subscription for bachelor seminar in next academic year

For bachelor seminar in **winter** semester you can subscribe **from 28th May until 8th October 2019**, and for **spring** semester – **from 30th October 2019 until 24th February 2020**.

In other words:

- you cannot subscribe today for bachelor seminar in spring semester in next academic year – you can write unofficial e-mail to the lecturer asking for reserving a place, you can go for the teacher's consultation hours but you cannot subscribe right now. By subscribing now **you will be subscribe for winter semester** of next academic year. There is nothing wrong with that – I even understand that you would like to write your thesis and pass the seminar after the fifth and not the sixth semester.

But you have to do it consciously – and only because of that this point is available here. In other words: we take care of deadlines and details.

- you will not be able to subscribe for bachelor seminar based on paper request within *just few first days* of semester!

5) Something went wrong?

This point is rewritten exactly from the last year's instruction. This is very important issue, I would like you to pay attention on it:

First of all, I would like to remind you, that you are obliged to check your account in Virtual Dean's Office. Most of all in your own interest. From time to time it happens, that the teacher won't write your grade on the protocol – or places not the grade that should be, because we are people and we make mistakes. Sometimes on your account there won't be internship credit, although it should be. And so on... First of all, during 2 weeks it is obligatory to verify in Virtual Dean's Office the grade from exam or passing the subject, and in case of a problem – immediately contact the lecturer. It is important especially if the defence is near...

Sometimes, however, it happens that 2.0 that appears in protocol is really your grade and you really didn't pass a subject. What should you do then? First of all you need to remember, that we have Rules and Regulations of Studies, which is worth to be read especially when something unusual happens. In this specific case it is necessary to submit within 2 weeks from the end of exam session (second term) request for conditional enrolment or repeating of semester (it depends on how many subjects you failed).

I appeal to you to support yourself in any doubtful situation with lecture of Rules and Regulations, and if it's not enough – to visit your assistant in Dean's office or one of the Deans during their office hours. Internet is full of worthless, because untrue advices of the kind "when I was a student it....". Rules and Regulations are changing and you need to remember that. We take responsibility for what we advise you, anonymous "someone" in internet – not, and the results can be really unpleasant...

I would like to take this opportunity to inform you, that from beginning of new academic year Rules and Regulations will be changed. It should be published on the Dean's Office website immediately after its approval by the authorities of our school.

I hope that the exam session will pass quickly, and summer holidays will be delightful, and we will meet in October (except of those, who soon will be defending the thesis – I hope we will meet them in July).

Best regards,

Dr hab. Bartosz Witkowski, prof. SGH

Dean of Bachelor Studies