

# INSTRUCTION MANUAL FOR SEMESTER COURSE DECLARATION AND DECLARATION CORRECTIONS IN THE MA STUDY PROGRAMME ISSUED BY THE DEAN OF MA STUDIES ON THE BASIS OF THE RULES AND CONDITIONS FOR STUDYING AT THE SGH WARSAW SCHOOL OF ECONOMICS

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. IT SPECIFIES THE RULES FOR SEMESTER COURSE DECLARATION AND DECLARATION CORRECTIONS BASED ON THE PLAN AND PROGRAMME OF STUDIES OF MA STUDIES IN THE SGH WARSAW SCHOOL OF ECONOMICS. THIS INFORMATION IS INDISPENSABLE FOR SUCCESSFUL COURSE DECLARATION.

## GENERAL INFORMATION

Prior to the start each of semester, the **student is obliged to register for the semester courses** by course declaration via Virtual Dean's Office (VDO) within the dates specified by the Dean.

**If the student is completing two majors, the courses for each major should be declared separately.**

The **only channel** for course declaration is the **Virtual Dean's Office (VDO)**. The declaration should be completed within dates specified on the MA Dean's Office's web page. There is no possibility of registering for courses directly with the teacher or at the MA Dean's Office. The Virtual Dean's Office (VDO) system is interactive, which means that during the declaration process the student receives feedback on whether he or she is following the procedure correctly.

For a given semester the total number of ECTS points for the courses declared **cannot be lower than 30**, unless a student completed extra courses in the previous semesters and accumulated additional ECTS points.

Before starting the declaration process, student should make a list of courses he or she is willing to attend in the following semester.

This requires the knowledge of which courses are necessary for major completion. **First priority should be given to mandatory courses** both **basic and major** related while choosing courses in the declaration. **In a following order** you should choose **elective courses** from the list of graduate major courses and the offer of other free-choice courses.

Please make careful decisions.

**IT IS NOT POSSIBLE TO WITHDRAW FROM COURSES, CHANGE DECLARED COURSES OR JOIN ANY COURSES AFTER THE END OF SEMESTER DECLARATION.**

This is the last stage of specifying the individual semester plan.

**Upon graduation the student is assessed not only on the basis of 120 ECTS points, but also courses that are required to graduate (mandatory courses for major completion).**

The student **is obliged** to check whether all his or her grades are present in the Virtual Dean's Office. If any grades are missing within one month from the end of exam session, the student should immediately inform the Dean and the teacher.

This ought to be done **no later than within 7 days of the abovementioned 1 month period.**

Please study the [Rules and Regulations of Studies at the SGH Warsaw School of Economics](#). Please also follow the official [MA Dean's Office web page](#), where current information regarding [schedules](#) and [declarations](#) is published.

## Course declaration schedule for the winter semester 2020/2021

DECLARATION OF THE PREFERENCES	
<p><b>24/04/2020 - 4/05/2020</b> (Friday 10 AM) - (Monday 10 AM)</p>	<p><b>THIS STAGE IS FOR DOUBLE DEGREE AND INCOMING EXCHANGE STUDENTS ONLY</b> The first stage of the declaration aims to collect information on the number of applicants for each course. The collected data form the basis for the decision to launch individual courses. We ask for reasonable and rational choices. While submitting the declaration, it is possible to track the number of applications for individual lectures at WD. <b>Classes are run only after reaching the minimum number of applications.</b> <b>NOTE:</b> declarations made at this stage are not binding and will not stay</p>
<p><b>By 30/06/2020</b> (Tuesday)</p>	<p>PUBLICATION OF PRELIMINARY COURSE SCHEDULE</p>
COURSE DECLARATIONS	
	<p>Students declare courses according to preliminary schedule</p>
<p><b>6/07/2020 - 13/07/2020</b> (Monday 10 AM) - (Monday 10 AM)</p>	<p>In this period each DOUBLE DEGREE AND INCOMING EXCHANGE STUDENTS student should declare courses by Virtual Dean's Office (VDO) in accordance to the Plan of Studies and course schedule (Master's Degree Programmes in English may declare only Electives)</p>
<p><b>13/07/2020 – 15/07/2020</b></p>	<p>Technical Break</p>
<p><b>16/07/2020 - 23/07/2020</b> (Thursday 10 AM) - (Thursday 10 AM)</p>	<p>In this period each student is obliged to declare courses by Virtual Dean's Office (VDO) in accordance to the Plan of Studies and course schedule (Master's Degree Programmes in English declare Electives)</p>
ADDITIONAL CORRECTIONS OF COURSE DECLARATIONS	
<p><b>FOR EXCHANGE STUDENTS ONLY</b> <b>26/09/2020 - 30/09/2020</b> (Saturday 10 AM) - (Wednesday 10.00 AM)</p>	<p><b>INCOMING EXCHANGE STUDENTS</b> can add and remove courses via VDO</p>
<p><b>30/09/2020- 12/10/2020</b> (Wednesday 10 AM) – (Monday 10 AM)</p>	<p>Students can apply via VDO for registration for courses free places and over the limit with the lecturers acceptance (via VDO) <b>NOTE: All the students who have conditional promotion due to failing course have to register for the failed course</b></p>
<p><b>13/10/2020 – 09/11/2020</b> (Tuesday 10 AM – Monday 10 AM)</p>	<p>Deleting course according to clause 23 point 11 of study rules and regulations</p>
<p><b>till 30/09/2020</b> (Wednesday 10 AM)</p>	<p>Declaring master thesis seminar via Virtual Dean's Office (VDO Applications)</p>