

## Dean's of Master's Studies Instruction

1. Before each subsequent semester, the student is required to register for classes by submitting a semester declaration within the time limit specified in the [declaration schedule](#). The obligation to submit a student declaration results from para 12 section 1 point 1 of the Rules and Regulations of First and Second Cycle Study Programme and Long Cycle Study Programme at the SGH Warsaw School of Economics.
2. In accordance with para 34 of the Study Regulations: "The dean shall remove a student from the student list in the case of failure to resume the study on the stipulated date (failure to resume the study shall, in particular, include unjustified failure to submit a student declaration)".
3. If the student's declaration is not submitted on time or if an incomplete student declaration is submitted, in justified cases, the student may be enrolled to courses the requirements of the study program by the dean's decision.
4. Students applying for a change of field of study should exercise particular care in selecting subjects.
5. Declarations can only be submitted via the [Virtual Dean's Office](#).
6. The total number of ECTS points declared for a given semester of Master's Degree studies may not be lower than 30, unless the student has a surplus of ECTS from the previous semesters.
7. Before arranging an individual study plan, student should familiarize herself with the framework structure of the study program in force in the academic year in which the student commenced studies, pay attention to all the requirements for the Major, including the suggested sequence of implementation of specific subjects and subjects related to the major, as well as prerequisites included in the syllabuses of some courses, student's internship.
8. Students are bound by a study plan and program appropriate for the academic year in which they started studies, available in the Virtual Dean's Office in the Programs and Plans of first- and second-degree studies tab.
9. Students of the second semester of master's studies are required to choose a dissertation supervisor by the end of the semester. The selection is made by the Virtual Dean's Office on the dates indicated in the declaration schedule.
10. Pursuant to the Study Regulations (paragraph 12, item 4), it is possible to conduct classes on an individual basis. [Application pattern](#).
11. The subjects indicated by the student become an individual semester study plan that is binding for him and are subject to obligatory implementation in a given semester. Changes to the declaration are possible only at the Virtual Dean's Office and within the scope and dates specified in the declaration schedule.
12. Instruction shall enter into force on the date of publication.

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Dean of Master Studies

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