

**INSTRUCTION FOR SEMESTER COURSE DECLARATION IN THE MASTER'S DEGREE STUDY**  
**based on the RULES AND REGULATIONS OF FIRST AND SECOND CYCLE STUDY PROGRAMME AND**  
**LONG CYCLE STUDY PROGRAMME AT THE SGH Warsaw School of Economics**  
**winter semester of 2021/2022**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. THIS INFORMATION IS INDISPENSABLE FOR SUCCESSFUL COURSE DECLARATION.**

**GENERAL INFORMATION**

Due to the para 34 of Study Rules and 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)".

1. Prior to the start of each 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.
2. Students applying for a change of field of study should exercise particular care in selecting subjects. The **only channel** for course declaration is the **Virtual Dean's Office (VDO)**. The declaration should be completed within dates specified on the website of the Master's Dean Office and in VDO. 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.
3. Before starting the declaration process, a student should make a list of courses he or she is willing to attend in the following semester and consult the study plan for the given semester. **Note that students of full-time programmes conducted in English will be enrolled by student support only to mandatory courses, specified in the study plan in *Teaching programmes and study plans for the given semester*. Students of Double degree programmes should register by themselves. Priority should be given to mandatory courses both **basic and major** related while choosing courses in the declaration.**  
**In the following order**, a student should choose **elective courses** from the list of graduate major courses and the offer of other free-choice courses. Moreover, it is important to know the **framework of the study program** effected in the academic year and pay attention to all requirements concerning the major of study, also to the prerequisite courses added to the syllabuses of some courses and internship.
4. Students ought to fulfil all the requirements stated in the curriculum applicable to the student, according to the study plan of the academic year they have started their studies.  
The study plan is visible in the VDO in *Teaching programmes and study plans* section.  
Additional information about changes in the program is published on the website of the Master's Dean Office, section: [Semester declarations](#). Students shall follow the information before each stage of semester declarations start.
5. The schedule of courses for the specific semester is published on the Master Dean Office's website, in [Schedule](#) section.
6. It is worth knowing that due to the [Rules and Regulations](#) (para 12 point 4) there is a possibility of taking some of the course in an individual mode. To do so, a student shall fill in the application [available on the website of the Master's Dean Office](#).

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.

## Course declaration schedule for the winter semester 2021/2022

<b>FIRST STAGE (DECLARATION OF THE PREFERENCES)</b>	
At this stage, each student is obliged to choose in VDO the subjects that would like to attend in the next semester due to her or his Study Plan.	
8.05.2021 -17.05.2021 (Saturday 10 am – Monday 10 am)	<p>The first stage of the declaration aims to collect information on the number of applicants for each course.</p> <p>The collected data form the basis for the decision to launch individual courses.</p> <p>We ask for reasonable and rational choices.</p> <p>While submitting the declaration, it is possible to track the number of applications for individual lectures at WD. Classes are run only after reaching the minimum number of applications given in the <b>Rector's Order 44 from 11 of May 2020</b>.</p> <p><b>NOTE 1:</b> Some full-time students who take part in this stage of the declaration will be automatically enrolled in selected subjects. Nevertheless, they can still opt out of the automatically allocated seat, freeing up space for other students in the second stage of the declarations.</p> <p><b>NOTE 2:</b> Students who do not take part in the first stage of the declaration will be allowed to create their timetable <b>only in the third and last stage</b>, and thus will have a very limited choice. Failure to enter the first stage <b>does not constitute any basis for applying for enrolment for courses</b> outside the declaration system.</p> <p><b>NOTE 3:</b> Students who will not take part in the first stage of the declaration will not, except in justified cases (e.g. last semester students), receive individual consent for classes.</p> <p><b>NOTE 4:</b> Students who do not choose major subjects assigned to a given semester will be enrolled in them by the Dean's decision.</p>
till 14.07.2021 (Wednesday)	Publication of the initial timetable for the winter semester 2021/2022
<b>SECOND STAGE (choice of subjects) - only for students who participated in the first stage</b>	
Students enrol in subjects based on a schedule of classes for specific groups of classes. Courses declared in the first stage can be cancelled	
17.07.2021 - 26.07.2021 (Saturday 10 am - Monday 10 am)	<p>At this stage, you should enroll in the subjects of your choice based on the timetable provided. If the number of students enrolled in certain subjects exceeds the limit of places, a ranking will be carried out, as a result of which the enrollment of students with the lowest average will be canceled. Therefore, it is worth considering the choice of groups - sometimes it is better to sign up for a group with a smaller number of applicants and be sure that the registration will not be canceled after the rankings.</p> <p><b>NOTE 1: Full-time students of the programs taught in English need to check the mandatory courses declared by the Dean's Office</b></p> <p><b>NOTE 2:</b> Students who do not choose major subjects assigned to a given semester will be enrolled in them by the dean's decision, in particular students of the last semester of studies, will be added to the obligatory subjects that they have not completed in the previous semesters.</p> <p><b>NOTE 3:</b> Some places are initially taken by students who took part in the first stage of the declaration and were automatically enrolled in selected subjects. However, you can opt out of the automatically allocated seat, freeing up space for other volunteers.</p>
26-28.07.2021	Technical break
<b>THIRD STAGE (correction of declaration) - obligatory stage for all students</b>	
The third step is to replenish the missing courses that were removed. You can also change the exercise group (in the case of vacancies) or unsubscribe from the declared non-compulsory classes.	
5.08.2021 - 9.08.2021 (Thursday 10 am - Monday 10 am)	Adding and unsubscribing from classes by full-time and exchange students who participated in the first stage.
7.08.2021 - 9.08.2021 (Saturday 10 am - Monday 10 am)	Signing up for classes by students who did not participate in the first stage.
<b>REGISTRATION WITH TEACHERS CONSENT (additional correction in the first week of the semester) - a supplementary stage only for those students who, for important reasons, have to complete the declaration</b>	
1.10.2021-15.10.2021 (Friday 10 am – Friday 10 am) (acceptance of applications until 18.10. 2021 (Monday)	<p>In justified cases (dissolution of the group, necessity to repeat the subject), students can sign up if there are vacancies and above the limit with the consent of the lecturer, expressed through VDO.</p> <p><b>NOTE:</b> entering a subject above the limit on the list will be binding only after the teacher has accepted the application at VDO. In the absence of such acceptance, the application will be canceled.</p>

15.10.2021 - 2.11.2021 (Friday 10 am -Tuesday 10 am) verification until 5.11.2021 (Friday)	Withdrawal from the selected subject in accordance with paragraph 23, item 12 of the Study Regulations (WD - Canceling the subject). When submitting an item, please pay attention to the following: <ul style="list-style-type: none"> <li>• it is a compulsory subject (deleting major courses is possible only if it is an alternative to the one already completed),</li> <li>• after completing the course, the student has a sufficient number of ECTS to complete the semester.</li> </ul>
5.05.2021 - 26.09.2021 (Wednesday 10 am. - Sunday 10 am)	Applications by VDO for the MA seminar (for students starting the seminar in the winter semester). According to the Study Regulations, the deadline for submitting a seminar is the end of the second semester of studies.
<b>EXCEPTIONAL CHANGES TO LEARNING AGREEMENT (EXCHANGE STUDENTS ONLY)</b>	
1.10.2021 - 31.10.2021 (Friday - Sunday) Verification of applications until 8.11. 2021 (Monday)	In justified cases (dissolution of the group, change of the schedule of classes, withdrawal of consent for the implementation of the subject by the coordinator of the sending university), students may apply for registering and unregistering from courses with the consent of the lecturer. NOTE 1: Application shall be made via USOSweb. An application submitted after the deadline can be only considered with a negative decision. NOTE 2: Applications for registering and unregistering from the given course are considered complete with an attachment of express consent of the teacher. In the absence of such acceptance, the application will not be accepted.