

**SCHEDULE FOR SUBMISSION OF APPLICATIONS IN THE DEAN'S OFFICE**

**(grades from the winter semester 2024/25 should be issued by 24.02.2025)**

**It is the student's responsibility to check the pass/failure status of the stage in USOSweb**

<b>Lp.</b>	<b>Typ sprawy</b>	<b>Termin</b>	<b>Uwagi</b>
1	Resumption of studies/Resumption of studies for the diploma examination	to 31.01.2025/ according to the graduation schedule*	the documents should be printed, signed and delivered to the dean's office in accordance with the procedure available on the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resumption-of-studies">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resumption-of-studies</a> / students resuming studies for dissertation defence should include an additional note from the Secretary of the Diploma Examination regarding the set date of the examination
2	Transfers to another university/department/field of study	to 24.02.2025	the application must be downloaded from the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies</a> and deliver it to the dean's office in paper form. In case of transfer to our Faculty, please attach a list of grades confirmed by the home dean's office and course cards
3	Recognition of the achievements	to 31.01.2025  <b>Persons admitted to the second cycle of studies until 05.03.2025</b>	the application should be submitted in accordance with the instructions on the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/recognition-of-courses">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/recognition-of-courses</a> If a course from another University/Faculty is accepted, please attach an extract from the student's book and the course card
4	Dean's leave	to 24.02.2025	the application must be downloaded from the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies</a> sign and deliver to the dean's office
5	Health leave	immediately after the cause occurs	the application must be downloaded from the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies</a> and deliver it to the dean's office in paper form, presenting a medical certificate

6	Leave for a pregnant student/for a parent student	the leave is granted until the child's birth/in the period from 1 year from the child's birth	the application must be downloaded from the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies</a> and deliver it to the dean's office in paper form, presenting a medical certificate or the child's birth certificate.
7	Repeating a stage of studies	to 24.02.2025	the application must be downloaded from the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies</a> sign and deliver to the dean's office
8	The fourth and subsequent retake of a course	to 24.02.2025	the application must be downloaded from the website <a href="https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies">https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/usos---students-of-1-year-2022-2023/resignation-from-studies</a> sign and deliver to the dean's office