

SCHEDULE FOR SUBMISSION OF APPLICATIONS IN THE DEAN'S OFFICE
(grades from the summer semester 22/23 should be issued by July 18, 2023)

**We kindly inform you that applications submitted on the dates indicated below will be processed in the JSOS system.
 Due to the upcoming change of the IT system for student service, please be on time.**

No.	Case type	Date	Notes
1	Resumption of studies/Resumption of studies for the diploma examination	30.06.2023/ according to the graduation schedule*	the application should be generated in the university information system and a paper copy should be delivered to the dean's office / 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	20.07.2023	The application should be generated in the university information system and delivered to the dean's office in paper form.* If you are transferred to our Faculty, please attach a report from the student subject record (index) confirmed by the previous dean's office along with the subject cards.
3	Recognition of the achievements (except newly admitted students)	17.07.2023	The application should be generated in the university information system and delivered to the dean's office in paper form.* If a subject from another university/department is recognized, please attach a report from the student subject record (index) along with the subject cards
4	Dean's leave	After obtaining a complete set of grades in sem. summer, no later than 20.07.2023	The application should be generated in the university information system and delivered to the dean's office in paper form.*
5	Sick leave	immediately after circumstances occur	the application should be generated in the university information system and delivered to the dean's office in paper form*, with the attached opinion from a medical doctor: https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/students-in-jsos
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 should be generated in the university information system and delivered to the dean's office in paper form*, with the attached opinion from a medical doctor or a child birth certificate.
7	Repetition of the subject (Studying without registering for the semester)	20.07.2023	the application should be generated in the university information system and delivered to the dean's office in paper form
8	The fourth and subsequent retake of a course	08.09.2023	the application should be printed, signed and delivered to the dean's office* https://wefim.pwr.edu.pl/en/students/studia-1-i-2-stopnia/students-in-jsos