

## REGISTRATION CONDITIONS FOR THE SEMESTER

### SUMMER 2022/2023

#### STEP 1

The student verifies the grades from credits and exams on an ongoing basis in the electronic index.

#### STEP 2

The right to register\* will be granted to students automatically by an employee of the dean's office if the following conditions are met:

1. The student has all approved grades,
2. The student does not have a deficit of ECTS points or has submitted the required documents depending on the individual point situation,
3. The student has no financial arrears.

If the above conditions are met and you do not have the right to enroll, you should immediately contact the dean's office by sending an e-mail to the following address: [dziekanat.wefim@pwr.edu.pl](mailto:dziekanat.wefim@pwr.edu.pl), with the title "Right to register\*".

#### STEP 3

Depending on the individual ECTS point situation resulting from the current course of study up to and including the WINTER semester 2022/2023 and the current student status, the following procedures should be followed:

<b>SITUATION 1</b>	<b>ZERO POINTS DEFICIT OR POINTS DEFICIT BELOW THE PERMITTED DEFICIT AFTER A GIVEN SEMESTER</b>
<p>The student registers* for subjects from the next semester on the appointed date.</p> <p>A student who intends to repeat failed subjects in the <b>SUMMER 2022/2023</b> semester at the 4th (and subsequent) completion of the course submits an <b>APPLICATION FOR THE FOURTH (NEXT) COMPLETION OF THE SUBJECT</b> and possibly <b>REPLACEMENT ITEMS</b>.</p>	
<b>SITUATION 2</b>	<b>EXCEEDED PERMITTED DEFICIT AFTER A GIVEN SEMESTER</b>
<p>Pursuant to the Study Regulations, the student is entitled to a dean's leave (maximum 2 semesters, does not apply to students after the first semester).</p> <p>The student submits to the dean's office the following: "<b>APPLICATION FOR DEAN'S LEAVE</b>" (The application should be generated in the IT system, remembering about "subjects in the system" and selecting the semester <b>from SUMMER 22/23 to SUMMER 22/23</b>; print) and, if applicable, <b>APPLICATION FOR THE FOURTH (NEXT) REALIZATION OF THE SUBJECT, APPLICATION FOR REPLACEMENT ITEMS</b>.</p> <p>During the dean's leave, it is necessary to complete outstanding subjects and subjects that result from the next stage according to the study plan. No more than 30 ECTS can be taken during the leave. If you want to take more ECTS, you should include a relevant justification in your dean's leave application.</p>	

<b>SITUATION 3</b>	<b>A STUDENT AFTER A DEAN'S LEAVE, WHOSE POINTS DEFICIT ALLOWS FOR REGISTRATION FOR THE STAGE (SEMESTER)</b>
A student who, after the dean's leave, falls within the acceptable deficit of ECTS points, will be enrolled in the stage corresponding to the number of points obtained from the plan.	
<b>SITUATION 4</b>	<b>A STUDENT AFTER LEAVES WHOSE POINTS DEFICIT EXCEEDS THE ACCEPTABLE LEVEL</b>
<p><b>VARIANT 1:</b></p> <p>After the first <b>DEAN'S LEAVE</b>, the student who does not have enough ECTS points to enroll in the next stage, submits to the dean's office an application for a second <b>DEAN'S LEAVE</b> (the case must be set up in the IT system, the application must be printed, signed and delivered to the dean's office).</p> <p><b>VARIANT 2:</b></p> <p>After the second <b>DEAN'S LEAVE</b>, the student who does not have enough ECTS points to register for the next stage, submits to the Dean's Office an application for <b>REPEATING THE STAGE</b> (the case must be created in the IT system, the application must be printed, signed and delivered to the dean's Office).</p> <p><b>GENERAL RULES FOR SETTLEMENT OF CASES FOR REPEATING A STAGE - the student has completed at least 60% of the subjects taken during the leave - consent to "repeating the stage".</b></p> <p><b>Deviations from the above guidelines are possible in individual, credibly justified cases. The justification should be submitted together with the application or discussed during the office of the Vice-Dean for Student Affairs.</b></p>	
<b>SITUATION 5</b>	<b>THE STUDENT DOES NOT MEET THE REGISTRATIONS FOR THE NEXT STAGE</b>
A STUDENT WHO DOES NOT FULFILL THE REGISTRATION CONDITIONS FOR THE NEXT STAGE, I.E. HAS NOT OBTAINED THE DEAN'S PERMISSION TO REGISTER FOR THE NEXT STAGE, HAS NOT RECEIVED AUTHORIZATION FOR DEN'S/HEALTH LEAVE AND HAS NO RIGHT TO REPEAT THE STAGE, WILL BE SUBJECT TO THE DELETION PROCEDURE.	
<b>RESUME OF STUDY</b>	
<p>The student submits to the dean's office an APPLICATION FOR RESUME. (The application should be generated in the IT system by selecting the correct "Subject of education", printed and submitted to the dean's office).</p> <p><b>Attention!! ONE OF THE CONDITIONS FOR THE RESUME OF STUDY IS THE LACK OF FINANCIAL ARREARS. A student who has financial arrears must attach proof of payment to the application.</b></p> <p><u>Persons who have been struck off at the Faculty of Electronics are asked to attach an excerpt from the student record book for the entire period of study.</u></p> <p>The student, after obtaining the Dean's consent to <b>RESUME / TRANSFER</b> of studies, may be asked to provide additional applications, i.e.:</p> <ul style="list-style-type: none"> <li>- <b>APPLICATION FOR THE FOURTH (NEXT) REALIZATION OF THE SUBJECT,</b></li> <li>- <b>REQUEST FOR REPLACEMENT ITEMS.</b></li> </ul>	

#### **STEP 4**

Information about REGISTRATION will be available on the WEFiM website in the "Registration" tab <https://wefim.pwr.edu.pl/studenci/studia-1-i-2-stopnia/zapisy>

#### **ATTENTION DIPLOMANS!**

The condition for entry to the final (diploma) stage is to take all the subjects required to complete the studies.

#### **STEP 5**

In accordance with the Internal Regulations (<https://wefim.pwr.edu.pl/studenci/studia-1-i-2-stopnia/oplaty>), the student pays a fee for repeating subjects due to unsatisfactory learning results within 14 days from the date of calculation of fees for retake courses in the university's IT system.

**Students who have not been charged a fee for repeating a course due to different course codes are asked to report to the dean's office.**

Students with a difficult financial situation have the option of spreading the arrears into installments, only from the summer semester 2022/2023. The case for payment in installments should be set up in the IT system and submitted in paper form to the dean's office by the seventh working day of the semester (ZW 110/2021).

#### **STEP 6**

The student will receive entry to the stage if the following conditions are met:

- The student has registered\* within the prescribed period for subjects in accordance with the curriculum and study plan for his field of study, specialization or for repeated subjects in accordance with the Dean's decision,
- The student does not have any financial arrears or has the Dean's consent for payment in installments.

Vice Deans for Student Affairs

**\*USOS registration = JSOS records**