

## **Instruction of the Dean of Bachelor studies from 14<sup>th</sup> of September 2021 on semester and bachelor seminar declarations**

In reference to §12 and §19 of Rules and Regulations effective from 1<sup>st</sup> of October 2021 I introduce the following rules concerning semester and bachelor seminar declarations:

1. Each student, according to §3.4 of Rules and Regulations, is obliged to submit the declaration for upcoming semester.
2. Process of semester declaration consists of several stages, which are announced in advance in a schedule posted on the SGH website. Students are required to read carefully the indicated schedule, which sets out in detail the conditions of each stage of declaration, in particular specifying, among other things, the deadlines for subsequent stages and the procedure to be followed in the event of clash of selected courses.
3. As a first step, students are required to select courses indicated in their study plan as compulsory for a given semester of study and in accordance with the sequence of courses set by the Dean. In the case of failure to select obligatory courses indicated in the plan of study or selection of courses in violation of the sequence in which they are to be taken, the Dean has the right to correct the declaration during or after the completion of the process of declaration for such courses in accordance with §12.2 of the Rules and Regulations.
4. It is recommended that you choose your classes as early as possible in your declaration. In particular, the "with the consent of the lecturer" stage should be seen as a supplement to the declaration system. The lack of consent of a lecturer to be added to classes at this stage (expressed by the lecturer selecting in the system the decision of refusal or by the lack of response within the period specified in the schedule) is not the basis for any claims. A lecturer's possible admission of a student to a class without giving the student formal consent to be added to the class via the WD system by the dates specified in the student declaration schedule is not tantamount to enrolling the student in the class and will not enable the student to successfully complete a course for which he or she is not formally enrolled in a given semester
5. With the exception of classes in the individual teaching mode, both enrolment in classes and removal of classes from the declaration are possible only on the dates specified in the schedule listed in item 2 of this instruction.
6. Classes taught in the individual teaching mode for which it was not possible to enrol through the registration system may be enrolled by submitting an application to the Dean of Bachelor studies, attaching the lecturer's consent (the lecturer's consent does not constitute enrolment in the class). The application must be submitted by the deadline specified in the Dean's instructions for completing courses in the individual teaching mode. When considering an application, the Dean shall be guided by the Rules and Regulations, the provisions of internal

University regulations concerning limits on the number of groups for particular types of classes, and the legitimacy of starting classes from the perspective of both the student and the University.

7. Taking into account in particular points 3-5 of the present instruction, it is recommended that each student carefully review the applicable plan of studies, in particular, students choosing courses for the last semester of study and those resuming their studies. Failure to select in subsequent semester declarations all courses required for graduation makes it impossible for a student to be admitted to the thesis defence before completing all missing courses or trainings.

8. It is recommended that classes be completed in the sequence indicated by the Program Council of the chosen field of study. The sequences are designed in such a way as to ensure that the learning objectives achieved in the subjects placed earlier will enable the student to acquire the knowledge necessary to study the subjects indicated at further stages of study.

9. According to §19. 2 of the Rules and Regulations, the selection of the bachelor seminar is mandatory by the end of the fifth semester of study and should be done through the electronic system. Students may pursue the bachelor seminar in their fifth or sixth semester of study. The enrolment for a seminar conducted by the specific lecturer requires his/her consent in the electronic system, therefore it is recommended to contact the lecturer of your choice before applying for enrolment in the system.

10. Failure to select a seminar by the beginning of the sixth semester may result, in accordance with §12. 2 of the Rules and Regulations, in being added to one of the bachelor seminars by the Dean of Bachelor Studies. In such a situation, the seminar instructor is chosen by the Dean.

11. According to § 19 of the Rules and Regulations, a bachelor seminar lasts one semester - so students who take the opportunity to take the seminar in their fifth semester of study are required to complete it in that semester.

12. It is not possible to unsubscribe from a seminar for which a student has enrolled (or has been enrolled under section 10 of this manual). A student may change the seminar lecturer at the student's request addressed to the Dean of the Bachelor Studies, which requires the acceptance of old and new supervisor to attached. A change of supervisor cannot justify a request for an extension of time to submit an undergraduate thesis.

The instruction shall come into force on 1st of October 2021 and shall remain in force until further notice.