

Please study the [Rules and Regulations of Studies at the SGH Warsaw School of Economics](#). Please also follow the official [Graduate Studies Office web page](#), where current information regarding [schedules](#) and [declarations](#) is published.

<b>COURSE DECLARATION SCHEDULE FOR THE SPRING SEMESTER 2022/2023</b>	
<b>First step (declaring preferences)</b>	
At this stage, each student is required to select the subjects in which he or she would like to participate in the next semester via the Virtual Dean's Office, based on the applicable study plan and program.	
<b>09/11/2022 – 14/11/2023</b> (Wednesday 10 am -Monday 10 am)	The first stage of the declaration is to collect information on the number of applicants for each class. The collected data is the basis for the decision to launch individual courses. Please make sensible and rational choices. When submitting the declaration, it is possible to track the number of entries for individual courses. Classes are started only after reaching the minimum number of applications specified in the Rector's order. <b>NOTE 1:</b> Students who, according to the ranking, will be assigned to running subjects will be automatically enrolled in the second <b>NOTE 2:</b> Students who do not choose mandatory 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 mandatory courses that they have not completed in the previous semesters.
<b>By 10/01/2023</b> (Tuesday 23:59)	PUBLICATION OF PRELIMINARY COURSE SCHEDULE
<b>COURSE DECLARATIONS</b>	
<b>12/01/2023 – 18/01/2023</b> (Thursday 10 am – Wednesday 10 am)	In this period each student should declare courses by Virtual Dean's Office (VDO) in accordance with the Plan of Studies and course schedule (Students of Master's Degree Programmes in English should declare Electives)
<b>19/01/2023 – 25/01/2023</b>	Technical Break
<b>26/01/2023 – 3/02/2023</b> (Thursday 10 am – Tuesday 10 am)	In this period each student is obliged to declare courses by Virtual Dean's Office (VDO) in accordance with the Plan of Studies and course schedule
<b>ADDITIONAL CORRECTIONS OF COURSE DECLARATIONS</b>	
<b>19/02/2023- 28/02/2023</b> (Saturday 10 AM - Tuesday 10 AM)	Students can apply via VDO for registration for courses free places and over the limit with the lecturer's acceptance (via VDO) <b>NOTE:</b> All the students who have conditional promotion due to failing course must register for the failed course
<b>03/03/2023 – 20/03/2023</b> (Friday am – Thursday 10 am) acceptance of applications till 23/03/2023)	Deleting course according to clause 23 point 11 of study rules and regulations
<b>till 17/02/2023</b> (Friday 10 AM)	Declaring master thesis seminar via Virtual Dean's Office (VDO Applications)

**INSTRUCTION MANUAL FOR SEMESTER COURSE DECLARATION AND DECLARATION  
CORRECTIONS IN THE MA STUDY PROGRAMME ISSUED BY THE DEAN OF MA STUDIES ON  
THE BASIS OF THE RULES AND CONDITIONS FOR STUDYING AT THE SGH WARSAW  
SCHOOL OF ECONOMICS**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. IT SPECIFIES THE RULES FOR SEMESTER COURSE DECLARATION AND DECLARATION CORRECTIONS BASED ON THE PLAN AND PROGRAMME OF STUDIES OF MA STUDIES IN THE SGH WARSAW SCHOOL OF ECONOMICS. THIS INFORMATION IS INDISPENSABLE FOR SUCCESSFUL COURSE DECLARATION.**

**GENERAL INFORMATION**

Prior to the start each of 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.

**If the student is completing two majors, the courses for each major should be declared separately.**

The **only channel** for course declaration is the **Virtual Dean's Office (VDO)**. The declaration should be completed within dates specified on the MA Dean's Office's web page. There is no possibility of registering for courses directly with the teacher or at the MA Dean's Office. The Virtual Dean's Office (VDO) system is interactive, which means that during the declaration process the student receives feedback on whether he or she is following the procedure correctly.

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.

Before starting the declaration process, student should make a list of courses he or she is willing to attend in the following semester.

This requires the knowledge of which courses are necessary for major completion. **Priority should be given to mandatory courses** both **basic and major** related while choosing courses in the declaration. **In a following order** you should choose **elective courses** from the list of graduate major courses and the offer of other free-choice courses.

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.

**Upon graduation the student is assessed not only based on 120 ECTS points,  
but also courses that are required to graduate**

The student **is obliged** to check whether all his or her grades are present in the Virtual Dean's Office. If any grades are missing within one month from the end of exam session, the student should immediately inform the Dean and the teacher.

This ought to be done **no later than within 7 days of the abovementioned 1 month period**