

## **Arrangements concerning registration of full-time students of English-language studies for the winter semester 23Z in the academic year 2023/2024**

Registration will be conducted according to the following schedule:

1. The initial registration decisions will be announced on **18 September, 2023 (Monday)** in the USOS-web portal on individual student accounts (status of passing or failing a summer semester of studies and registration for the next semester or no registration).
2. The submission of students' explanations of achievements obtained in semester 2023L will take place on **19 September 2023 (Tuesday) from 10:00 am.**

- **For students of semesters 1-6 of B.Sc. programme who expect unfavorable registration decisions, it is necessary to submit an application containing the student's explanations in the USOS-web portal by 18 September, 2023 (Monday) by 6:00 p.m. \*. )**

Decisions will be provided to students e-mails who submitted explanations in the portal USOS-web in response to the application, in the form of the Vice-Dean's decision, in addition, in selected cases interviews will be held with the students using the MS Teams application on **19 September 2023 (Tuesday)** according to the following schedule (the interview will be initiated by the Vice-Dean):

**Semesters 1 – 6 of B.Sc English-language programme – on 19 September 2023 (Tuesday), from 15:00 to 16:00 hrs.**

- **For students of semesters: 7 - 8 and 8 + 1 of B.Sc. programme, as well as for students of M.Sc. English-language studies, explanations should be sent to the appropriate Deputy Director for Academic Affairs of the Institute to which the student is assigned to, by 19 September, 2023 (Tuesday), by 10:00 a.m.**

Decisions will be sent to the e-mail addresses of students submitting explanations, moreover, in selected cases, interviews with students will be conducted using the MS Teams application at the initiative of the appropriate Director.

### **E-mail addresses for submitting explanations:**

Institute of Telecommunications	– <a href="mailto:danuta.wojter@pw.edu.pl">danuta.wojter@pw.edu.pl</a>
Institute of Electronic Systems	– <a href="mailto:piotr.wieczorek@pw.edu.pl">piotr.wieczorek@pw.edu.pl</a>
Institute of Radioelectronics and Multimedia Technology	– <a href="mailto:andrzej.buchowicz@pw.edu.pl">andrzej.buchowicz@pw.edu.pl</a>
Institute of Microelectronics and Optoelectronics	-- <a href="mailto:slawomir.szostak@pw.edu.pl">slawomir.szostak@pw.edu.pl</a>
Institute of Computer Science	– <a href="mailto:rajmund.kozuszek@pw.edu.pl">rajmund.kozuszek@pw.edu.pl</a>
Institute of Control and Computation Engineering	– <a href="mailto:tomasz.traczyk@pw.edu.pl">tomasz.traczyk@pw.edu.pl</a>

3. Students' board examinations (students are sent for examinations in exceptional, particularly justified cases in accordance with the study regulations) will take place **on September 20,**

**2023 (Wednesday) from 10:00 a.m.** Students with scheduled board examinations will be notified (by e-mail or by phone) about its mode and time of submission by the appropriate Secretariat.

4. Submitting written appeals by students against registration decisions to the Dean, prof. Michał Malinowski, will be held **until September 20, 2023 (Wednesday), by 6:00 p.m.** Appeals to the Dean should be submitted to the USOS-web portal along with explanations\*)
5. Meetings with students regarding appeals of registration decisions will be held **on 21 September 2023 (Thursday), from 10:00 a.m.** Decisions of the Dean will be provided to students submitting appeals in the USOS-web portal, and in selected cases **from 10:00 a.m.** interviews will be conducted with students using MS Teams application. The interview will be initiated by the Dean.

Vice-Dean for Academic Affairs,

Mr. Piotr Firek, Ph.D.

\*) Explanations may relate only to the initial decision on deleting from the registry of students (lack of registration for the next semester) and should include the reason for requesting changing that decision. Explanations should be placed in application submitted in the USOS-web portal after logging in to the individual student account.