

Arrangements for the registration of full-time students for the summer semester in the academic year 2024/2025

Registration will be carried out according to the following schedule:

1. Preliminary registration decisions (status of passing or failing a stage of study and registration for the next stage or no registration) will be announced on **13 February 2025** (Thursday) at about **6:50 p.m.** on the USOS-web portal on individual student accounts.
2. The submission of explanations by students regarding the achievements obtained in the semester 2024Z will take place **on 14 February 2025** (Friday) from **10:00 a.m.**

- **In the case of first-cycle students, semesters 1-5 (or 1-6 for English-language studies)** who expect unfavorable registration decisions, it is necessary to submit an application containing the student's explanations on the USOS-web portal **by 14 February 2025** (Friday) **until 10:00 a.m.** *)

The decisions will be forwarded to students submitting explanations on the USOS-web portal in response to the application, in the form of a decision of the Vice-Dean, moreover, in selected cases, interviews with students will be conducted using the MS Teams application on **14 February 2025** (Friday) according to the following schedule (the initiator of the interview will be the Vice-Dean):

Semester 1 and 2 - from 10:00 a.m. to 12:00 noon.

Semester 3 and 4 - from 12:00 to 13:00

Semester 5 - from 14:00 to 15:00

English-language studies (semesters 1-6) - from 15:00 to 16:00

- **For undergraduate students, semesters 6, 7 (or 7, 8, 9 for English-language studies) and for second-cycle students**, they should address the relevant Deputy Director of the Institute for Academic Affairs with explanations by email **by 10:00 a.m. on 14 February 2025** (Friday).

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

E-mail addresses for the submission of explanations:

Institute of Telecommunications

Institute of Electronic Systems

Institute of Radioelectronics and Multimedia Technology

Institute of Microelectronics and Optoelectronics

Institute of Computer Science

Institute of Control and Computation Engineering

– danuta.wojter@pw.edu.pl

– piotr.wieczorek@pw.edu.pl

– andrzej.buchowicz@pw.edu.pl

– marek.niewinski@pw.edu.pl

– rajmund.kozuszek@pw.edu.pl

– tomasz.traczyk@pw.edu.pl

3. Students will take board exams (students are referred to the exams in exceptional, particularly justified cases in accordance with the study regulations) will take place **on 17 February 2025** (Monday) **from 10:00 a.m.** Students with scheduled board exams will be notified (by e-mail or phone) of its mode and time of submission by the appropriate Secretariat.
4. Students will be able to appeal against registration decisions to the Dean, Prof. Tomasz Starecki, by **15 February 2025** (Saturday) **until 6:00 p.m.** Appeals to the Dean should be submitted in the USOS-web portal with explanations *)

5. Admission of students in the case of appeals regarding registration decisions will take place on **17 February 2025** (Monday) **from 10:00 a.m.** The Dean's decisions will be forwarded to the students submitting appeals in the USOS-web portal, moreover, in selected cases, from 10:00 a.m. interviews with students will be conducted using the MS Teams application. The Dean will be the initiator of the interview.

Vice-Dean for Academic Affairs
Piotr Firek, Ph.D.

*) Explanations may only concern the preliminary decision of striking off (lack of registration for the next stage) and should include the justification for the request to change this decision. Explanations should be included in the application submitted in the USOS-web portal after logging in to the individual student account.