

RESUMPTION OF STUDIES

1. Documents related to the procedure

- Regulations of Studies at Wrocław University of Science and Technology
- Rector's ID 38/2017 of October 4, 2017
- Degree programme plans and curricula

2. Scope of the procedure

The procedure involves persons removed from the list of students of the Faculty of Electronics, Vice-Deans for the Course of Studies, Advisors for the Course of Studies, teaching staff, and teaching and research staff of the Faculty.

3. Description of actions to be taken according to the procedure

- 3.1. The resumption of studies at the Faculty of Electronics may be applied for by a person who has been removed from the list of students of the Faculty of Electronics.
- 3.2. To be eligible for the resumption of studies at the Faculty of Electronics, a person who has been removed is obliged to submit a written application. The application, to be directed to the Dean of the Faculty, should be generated in the JSOS system and, after the case has been forwarded in the system for consideration, it should be submitted to the Dean's Office - the Team for the Computerisation and Organisation of Teaching (IT Section).
- 3.3. The application should be submitted to the IT Section on a set date before the winter or summer semester.
- 3.4. After an employee of the IT Section performs preliminary verification of the applicant's achievements and determines the degree programme plan applicable for them after the resumption, the applicant may be obliged to immediately complement their documentation by adding a tabular breakdown of substitute courses.
- 3.5. After the verification is completed, the employee of the IT Section submits the documentation to the Vice-Dean for the Course of Studies relevant to the resumption semester, who then makes the decision.
- 3.6. The Vice-Dean may decide that the applicant's achievements should be discussed with an Advisor for the Course of Studies relevant to the degree programme/specialisation.
- 3.7. On the basis the documentation reviewed by the IT Section and, if it was required, an assessment performed by the Advisor for the Course of Studies, as well as on the basis of the results of review tests described below, The Vice-Dean decides to permit or refuse the resumption of studies, and
 - a) acknowledges the applicant's academic achievements,
 - b) decides on the semester of the degree programme in which the resumption will take place,
 - c) decides on the student's status in the semester following the resumption,

- d) establishes differences in curricula and a time-frame in which they must be fulfilled in the event there are such differences between the student's prior curriculum and the one applicable at the time of resumption.
- 3.8. The Vice-Dean may decide that it is necessary to conduct review tests. It must be noted that
- review tests will be conducted exclusively with respect to subjects acknowledged as elements of the student's academic achievements,
 - the scope of a review tests is determined by the scope of the subject included in its sheet,
 - The Vice-Dean identifies subjects in which review tests will be held.
- 3.9. A review test has an oral form and is conducted before a Commission appointed by the Dean and comprising a Vice-Dean, secretary (employee of the Dean's Office), and examiner holding an academic degree of at least habilitated doctor, a specialist in the subject of the test.
- 3.10. The applicant is informed about the date of the test by e-mail, in a message sent to the address provided by them in their application for resumption of studies two calendar days before the review test.
- 3.11. The review test is followed by a relevant report, which is then included in the applicant's dossier.
- 3.12. Review tests must be completed two days before the beginning of the semester to come, at the latest.
- 3.13. In the event where at least one of the grades obtained by the applicant is negative, the Vice-Dean may refuse to permit the resumption.
- 3.14. The Faculty does not charge any fees for review tests.
- 3.15. Review tests are not conducted if the reason for the applicant's resumption of studies is to take their thesis examination.
- 3.16. In cases which are not regulated by this procedure, decisions are made by the Dean.

4. Persons in charge

- Vice-Deans for the Course of Studies
- Employees of the Dean's Office - the Team for the Computerisation and Organisation of Teaching
- Advisor for the Course of Studies for specific degree programmes and specialisations